香港特別行政區政府
The Government of the Hong Kong Special Administrative Region
環境保護署 Environmental Protection Department

廢物處置條例（第354章）
Waste Disposal Ordinance (Chapter 354)
廢物處置(建築廢物處置收費)規例
Waste Disposal (Charges for Disposal of Construction Waste) Regulation

申請指南
Application Guide

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申請處置建築廢物的繳費帳戶 (價值100萬元以下的建造工程合約)
Application for a Billing Account for Disposal of Construction Waste
(Construction Work Contract with Value Less Than $1 million)

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表格 2 FORM 2

A. 基本條款 Basic Conditions **B. 使用條款 Conditions of Use** **C. 一般資料 General Information**

申請指南　Application Guide

1. 填寫申請表

1.1 注意事項

1.1.1 申請人必須填寫第I、II及IV部份。

1.1.2 如欲同時申請發出「載運入帳票」，請填寫第III部份。在繳費帳戶的申請獲批後，本署會立即辦理「載運入帳票」的申請。

1.1.3 請用黑色或藍色原子筆並用正楷填寫各項資料。

1.2 第I部份－申請繳費帳戶

1.2.1 每份申請表只可選擇一個繳費帳戶。

1.2.2 適用於所有訂明設施的繳費帳戶與只適用於離島廢物轉運設施的繳費帳戶所需的按金不同，詳細資料載於「一般資料」內。

1.2.3 繳費帳戶適用於多個各價值少於100萬元的建造工程合約及一般處置建築廢物的安排。

1.3 第II部份－申請人資料

1.3.1 本署會按月以郵遞方式向申請人發出繳費通知書及建築廢物交收資料。如申請人選擇透過電郵收取建築廢物交收資料，本署將不另行寄出有關資料予申請人。

1.4 第III部份－申請發出『載運入帳票』

1.4.1 如開立繳費帳戶的申請獲得批准及因應所申請的「載運入帳票」數量，本署將通知申請人所需按金的數目。按金的詳細資料載於「一般資料」內。

1.4.2 在確認已繳付按金後，本署會通知申請人領取「載運入帳票」的時間及地點。

1.4.3 如選擇透過郵遞方式收取「載運入帳票」(數量不限)，申請人須連同貼上郵票及寫上回郵地址的信封與申請表一同交回。每個回郵信封最多只可夾附20張「載運入帳票」。如所需數量多於20張，申請人須提供足夠貼上郵票的回郵信封。(以2022年9月26日的郵費計算，申請1-5張、6-12張、13-20張「載運入帳票」，其郵費分別為$2.2、$3.3、$5.4。此外，提供的回郵信封的最大尺寸為165毫米 x 245毫米x 5毫米(厚度))。

1.4.4 以郵遞方式收取「載運入帳票」後，申請人須傳真回條致環境保護署(傳真: 2872 0509)確認收妥「載運入帳票」。於收到傳真確認的兩個工作天後(不包括星期六、日及公眾假期)方可使用有關「載運入帳票」。

1.5 第IV部份－申請人聲明

1.5.1 住宅地址証明包括水／電／煤氣／固網電話收費單(最近三個月內)、已蓋釐印的租約或房屋署發出的公屋租卡的副本。

1. Complete the Application Form

1.1 General Notes

1.1.1 Applicant must complete Parts I, II and IV.

1.1.2 Applicant needs to complete Part III if he would like to apply for issuance of Chits at the same time. Application for Chit will be processed immediately upon approval of the application for a billing account.

1.1.3 Please complete all items in BLOCK LETTERS using black or blue ball pen.

1.2 Section I – Application for a Billing Account

1.2.1 Only one billing account would be allowed for each application form.

1.2.2 Deposit levels are different for billing accounts for use at all prescribed facilities and for sole use at Outlying Islands Transfer Facilities. Details are given in the General Information.

1.2.3 The billing account is to be used for contracts with value less than $1 million and general construction waste disposal arrangement.

1.3 Section II – Particulars of Applicant

1.3.1 The monthly notice of demand and construction waste transaction information will be sent to the applicant by post. If applicant chooses to receive construction waste transaction information through E-mail, hard copy will not be sent to the applicant.

1.4 Section III – Application for Issuance of Chits

1.4.1 Upon approval of the billing account and subject to the number of Chits required, the applicant will be informed of the deposit amount to be paid. Details of the deposit arrangement are provided in the General Information.

1.4.2 Upon receipt of the deposit, the applicant will be informed of the time and location for collection of Chits.

1.4.3 Applicant who would like to receive Chits by post (no limitation on the number of Chits) should submit together with the application a stamped and addressed envelope. Each envelope will only enclose with no more than 20 Chits. If more than 20 Chits is required, applicant should provide sufficient number of stamped and addressed envelope. (For reference as at 26 September 2022, postage rates for Chits of 1-5 nos., 6-12 nos., 13-20 nos. are $2.2, $3.3, $5.4 respectively. Also, the maximum dimension of the envelope provided is 165mm x 245 mm x 5mm (thickness)).

1.4.4 For receipt of Chits by post, the applicant should acknowledge receipt by fax return to Environmental Protection Department (Fax: 2872 0509). The Chits can only be used two working days (excluding Saturdays, Sundays and public holidays) after acknowledgement of receipt by fax.

1.5 Section IV – Declaration of Applicant

1.5.1 Bill of electricity / town gas / fixed-line telephone / water charges (within last three months), a stamped tenancy agreement, or tenant's rent card issued by the Housing Authority are acceptable as documentary proof of residential address.

2. 遞交申請

2.1 請將填妥的申請表及其第IV部中列明的文件副本郵寄至下列地址並於封面註明 ：

「建築廢物處置收費計劃」

環境保護署
香港堅尼地城
域多利道88號3樓西翼

或將填妥的申請表及有關文件(一併載於信封內)親身交回環境保護署／土木工程拓展署的辦事處（詳細地址見附錄B）。

3. 更改資料通知

3.1 如在這申請表上提供的資料在對有關申請的裁斷作出前有變更，除非該項申請已被撤回，否則申請人須在合理切實可行範圍內盡快以書面形式，將該項變更告知環境保護署署長。

4. 申請結果

4.1 如資料欠齊備或不一致，本署會要求申請人作出解釋或提供補充資料，審批申請的時間會因而較長。

4.2 本署會發出申請結果通知書給申請人。

5. 查詢

5.1 有關申請的查詢可致電 2872 1838 或電郵至 enquiry@epd.gov.hk 與本署職員聯絡。其他資料可瀏覽本署網頁 www.epd.gov.hk。

2. Submit the Application

2.1 Please submit the completed application form together with copy of documentary evidence listed in Section IV of the application form by post to the following address and indicate on the envelope:

"Construction Waste Disposal Charging Scheme"
Environmental Protection Department
3/F, West Wing, 88 Victoria Road,
Kennedy Town, Hong Kong

OR submit the completed application form and related documents (put together in envelope) in person to an office of Environmental Protection Department/Civil Engineering and Development Department (Full addresses of the offices are contained in Appendix B).

3. Notification of Change

3.1 Where a change in the information provided in this form occurs before the determination of the application, the applicant shall as soon as reasonably practicable, inform the Director of Environmental Protection in writing of the change unless the application has been withdrawn.

4. Outcome of the Application

4.1 If the information provided is incomplete or there are discrepancies in the information provided, applicant will be required to give an explanation or provide supplementary information, in which case the application processing time will be longer.

4.2. The applicant will be notified in writing of the outcome of the application.

5. Enquiries

5.1 For enquiries on account application, please contact us at 2872 1838 or via E-mail enquiry@epd.gov.hk. For further information, please visit our website www.epd.gov.hk.

附錄 A：
個人資料收集聲明

收集個人資料的目的

1. 申請人在這份表格上及就有關申請所提供的個人資料，環境保護署將用於下列一項或多項用途：
   (i) 處理與本申請事項有關的工作；
   (ii) 統計及其他法定用途；
   (iii) 方便政府跟你聯絡；
   (iv) 辦理有關廢物處置的事務；及
   (v) 納入為繳費帳戶資料的一部分，並會於環境保護署網站展示，以供公眾查閱。
2. 申請人必須提供申請表格所要求的個人資料。

獲轉交個人資料人士的類別

3. 申請人在這份表格上及就有關申請所提供的個人資料，環境保護署可向下列人士披露：
   (i) 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；及
   (ii) 為第1段所述用途而參與申請的任何政府代理人、承辦商或第三方服務供應商披露。

查閱個人資料

4. 根據《個人資料（私隱）條例》的規定，你有權要求查閱和更改與其申請有關的個人資料。

查詢

5. 你如欲行使其權利，要求查閱和更改與其申請有關的個人資料，請把以中文或英文填寫的查閱資料申請書交往以下地址：

   高級環境保護主任(知識管理)
   (地址：新界沙田沙田鄉事會路138號
   新城市中央廣場第2座22樓2215室)
   致電2838 3111或傳真至2838 3111

Appendix A:
Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by means of this form and those in relation to this application will be used by the Environmental Protection Department for one or more of the following purposes:
   (i) activities relating to processing of this application;
   (ii) statistical and any other legitimate purposes;
   (iii) to facilitate communication between the Government and yourself;
   (iv) activities relating to waste disposal matters; and
   (v) to form part of the billing account information which will be display on EPD website for public inspection.
2. Applicant shall provide personal data as required in the application form.

Classes of Transferees

3. The personal data provided by means of the application form and those in relation to this application may be disclosed to:
   (i) other government bureaux and departments for the purposes mentioned in paragraph 1 above; or
   (ii) any agent, contractor or third party service provider of the Government who is involved in the application for the purposes set out in paragraph 1.

Access to Personal Data

4. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application.

Enquiries

5. If you wish to exercise your right to request access to, and to request correction of, your personal data in relation to your application, please submit your written data access request in the Chinese or English language to the following address:

   Senior Environmental Protection Officer (Knowledge Management)
   (Address: Rm 2215, 22/F., Tower 2, Grand Central Plaza, 138 Shatin Rural Committee Road, Shatin, N.T.)
   Telephone 2838 3111 or Fax 2838 3111

附錄 B： 辦事處地址

有關帳戶申請的查詢可致電**2872 1838**。

環境保護署			
辦事處	辦事處地址	電話	星期一至五
稅務大樓辦事處	香港灣仔告士打道5號稅務大樓33樓	2824 3773	上午九時至下午五時
長沙灣政府合署辦事處	九龍長沙灣道303號長沙灣政府合署8樓	2150 8006	
區域辦事處（東）	九龍九龍灣臨樂街19號 南豐商業中心5樓	2755 5518	
區域辦事處（南）	香港鰂魚涌海灣街1號華懋交易廣場2樓	2516 1718	
區域辦事處（西）	新界荃灣西樓角路38號荃灣政府合署8樓	2417 6116	
區域辦事處（北）	新界沙田上禾輋路1號沙田政府合署10樓	2158 5757	
環境基建科辦事處	香港堅尼地城域多利道88號4樓西翼	2872 1888	上午九時至下午十二時三十分及 下午一時三十分至五時
土木工程拓展署			
填料管理部	九龍公主道101號 土木工程拓展署大樓 5 樓	2762 5608	上午九時至下午十二時三十分及 下午一時三十分至五時十五分

Appendix B: Office Addresses

For enquiries on account application, please call **2872 1838**.

Environmental Protection Department			
Office	Address	Telephone	Mon to Fri
Revenue Tower Office	33/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong	2824 3773	9:00 a.m. – 5:00 p.m.
Cheung Sha Wan Government Offices	8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon	2150 8006	
Regional Office (East)	5/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon	2755 5518	
Regional Office (South)	2/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong	2516 1718	
Regional Office (West)	8/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	2417 6116	
Regional Office (North)	10/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2158 5757	
Environmental Infrastructure Division Office	4/F, West Wing, 88 Victoria Road, Kennedy Town, Hong Kong	2872 1888	9:00 a.m. – 12:30 p.m. & 1:30 p.m. – 5:00 p.m.
Civil Engineering and Development Department			
Fill Management Division	5/F, Civil Engineering and Development Building 101 Princess Margaret Road, Kowloon	2762 5608	9:00 a.m. – 12:30 p.m. & 1:30 p.m. – 5:15 p.m.

請沿虛線撕開 Please cut along this line

香港特別行政區政府
The Government of the Hong Kong Special Administrative Region
環境保護署 Environmental Protection Department

職員專用 FOR OFFICIAL USE
Ref. No: _____
Approved on: _____

表格 2 FORM 2

申請處置建築廢物的繳費帳戶（價值100萬元以下的建造工程合約）
Application for a Billing Account for Disposal of Construction Waste (Construction Work Contract with Value Less Than $1 million)

這申請是根據廢物處置(建築廢物處置收費)規例第5條提出
This Application is made under Section 5 of the Waste Disposal (Charges for Disposal of Construction Waste) Regulation

請閱讀申請指南、「基本條款」、「使用條款」及「一般資料」，並用正楷填寫各項資料。
Please read the Application Guide, Basic Conditions, Conditions of Use and General Information, and complete all items in BLOCK LETTERS.

適用於多個各價值少於100萬元的建造工程合約及一般處置建築廢物的安排。
To be used for contracts with value less than $1 million and general construction waste disposal arrangement.

I. 申請繳費帳戶 Application for a Billing Account

請只選擇以下其中一項 Please select only one type below

◯ 申請於所有訂明設施處置建築廢物的繳費帳戶，包括離島廢物轉運設施。
Application for a Billing Account for Disposal of Construction Waste at all Prescribed Facilities, including Outlying Islands Transfer Facilities.

◯ 申請只於離島廢物轉運設施處置建築廢物的繳費帳戶。
Application for a Billing Account for Disposal of Construction Waste at Outlying Islands Transfer Facilities only.

II. 申請人資料 Particulars of Applicant

◯ 先生 Mr ◯ 太太 Mrs ◯ 女士 Ms ◯ 小姐 Miss ◯ 公司 Company

#英文姓名（姓氏先行）或公司名稱 Name in English (surname first)

#中文姓名或公司名稱 Name in Chinese

◯ 香港身分證號碼（如申請人是個別人士）
H.K. Identity Card No. (if the applicant is an individual) ( )

◯ 商業登記號碼（如申請人是公司）
Business Registration No. (if the applicant is a company) - - -

住宅地址(如申請人是個別人士)／公司地址(如申請人是公司)
Residential Address (if the applicant is an individual) / Business Address (if the applicant is a company)

◯ 香港 H.K. ◯ 九龍 KLN. ◯ 新界 N.T.

電話號碼 Telephone No. 傳真 Fax No. 手提電話／傳呼機 Mobile Phone／Pager

申請人可選擇以郵寄或電郵方式收取每月建築廢物交收資料
Applicant can choose to receive monthly construction waste transaction information through E-mail or by post

◯ 電郵 E-mail + 電郵地址 E-mail Address ◯ 郵寄 By post

通訊地址（如與上方不同，請填寫此項）
Correspondence Address (if different from above)

◯ 香港 H.K. ◯ 九龍 KLN. ◯ 新界 N.T.

◯ 請在適當的圓格內劃上「✓」號。 Please mark (✓) as appropriate.

申請人必須填寫其香港身分證上所顯示的姓名（如申請人是個別人士）或商業登記證上所顯示的名稱（如申請人是公司）。 The applicant must fill in the name as shown on the H.K. Identity Card (if the applicant is an individual) or the Business Registration Certificate (if the applicant is a company).

+ 本署將不另行寄出有關資料予申請人。 No hard copy will be sent to the applicant.

III. 申請發出『載運入帳票』 Application for Issuance of Chits

如欲同時申請「載運入帳票」，請填寫本部。每張「載運入帳票」的按金為300元（繳費帳戶適用於所有訂明設施）或75元（繳費帳戶只適用於離島廢物轉運設施）。

Please fill in this section if you would like to apply for Chits at the same time. The deposit is $300 per Chit (for billing account applicable to all prescribed facilities) or $75 per Chit (for billing account applicable to Outlying Islands Transfer Facilities only).

請選擇「載運入帳票」種類(只可選擇紙本或電子「載運入帳票」)
Please select the type of Chits required (Please choose either paper Chits or e-Chits)

☐ 紙本「載運入帳票」
Paper Chits

☐ 電子「載運入帳票」(需以「築好運」帳戶操作電子「載運入帳票」)
e-Chits (C·Easy account is required to manage the e-Chits)

申請「築好運」帳戶之認證電郵地址
Email address for C·Easy Authentication

所需「載運入帳票」的數量
Number of Chits required

請選擇如何領取「載運入帳票」(請只選擇一個圓格並劃上「✓」號)：
Please select how Chits to be collected (please mark (✓) one circle only)：

環境保護署辦事處 Environmental Protection Department's Offices **

- ○ 稅務大樓辦事處（位於灣仔）
  Revenue Tower Office (at Wanchai)
- ○ 長沙灣政府合署辦事處（位於深水埗）
  Cheung Sha Wan Government Offices (at Shamshuipo)
- ○ 區域辦事處（東）（位於九龍灣）
  Regional Office (East) (at Kowloon Bay)
- ○ 區域辦事處（南）（位於鰂魚涌）
  Regional Office (South) (at Quarry Bay)
- ○ 區域辦事處（西）（位於荃灣）
  Regional Office (West) (at Tsuen Wan)
- ○ 區域辦事處（北）（位於沙田）
  Regional Office (North) (at Sha Tin)
- ○ 環境基建科辦事處（位於堅尼地城）
  Environmental Infrastructure Division Office (at Kennedy Town)

土木工程拓展署辦事處 Civil Engineering and Development Department's Office **

- ○ 填料管理部（位於何文田）
  Fill Management Division (at Ho Man Tin)

郵遞方式收取「載運入帳票」(數量不限) Chits received by post (no limitation on the number of Chits)

- ○ 申請人須根據所需載運入帳票的數量而提供足夠的回郵信封(貼上郵票及寫上回郵地址)，所需郵費詳列於申請指南第1.4.3 條。
  Applicant is required to enclose sufficient stamped and addressed envelope, in accordance with the number of chits required. Please refer to Application Guide (para1.4.3) for the postage rate.

** 辦事處的詳細地址載於申請指南內。
The full addresses of the offices are contained in the Application Guide.

申請人可選擇 Applicant can choose :

- ☐ 繳交廢物處置費用後，本署自動補發「載運入帳票」(只適用於在上述辦事處親身領取「載運入帳票」)；或
  Chits will be replenished automatically after payment of waste disposal charges (Only applicable to collection of chits at the above offices in person); or
- ☐ 申請人須遞交發出「載運入帳票」申請表(表格四)後，本署才會發出「載運入帳票」。
  Chits will be replenished upon account-holder submitting Application Form for Issuance of Chits (Form 4).

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IV. 申請人聲明 Declaration of Applicant

（如申請人是公司，則須由該公司之擁有人或所指定及授權的董事／經理簽署，並須將簽署人的全名及職位寫在其簽署下面。）

遞交申請表時，請一併附上以下文件，及於圓格內加上「✓」號以作註明：

○ * 香港身分證（如申請人是個別人士）或商業登記證（如申請人是公司）的副本。

○ 地址證明的副本。

* 本人／我~~們~~明白，如果*本人／我~~們~~作出*本人／我~~們~~知道在要項上不正確的陳述或提供*本人／我~~們~~知道在要項上不正確的資料，或罔顧實情地作出在要項上不正確的陳述或罔顧實情地提供在要項上不正確的資料，或明知或罔顧實情地在任何陳述或資料中遺漏任何要項，根據《廢物處置（建築廢物處置收費）規例》（附屬法例第354N章）第22條，即屬犯罪，最高可被罰款$100,000。

* 本人／我~~們~~已充分理解夾附的「基本條款」及「使用條款」的內容。在開立繳費帳戶的申請獲批准後，*本人／我~~們~~接納「基本條款」及「使用條款」及同意受其約束。

* 本人／我~~們~~已細閱申請指南內關於*本人／我~~們~~個人資料的「個人資料收集聲明」。*本人／我~~們~~謹此聲明，*本人／我~~們~~在此申請表上所填報的個人資料，就*本人／我~~們~~所知，均屬真確及最新的資料。*本人／我~~們~~明白並且同意，此等個人資料，是可按照「個人資料收集聲明」第1段所述之目的而被使用的。

(If the applicant is a company, this should be signed by the company owner or the Director / Manager nominated and authorised by the company, and he / she should also put down his / her name and capacity in full under his / her signature.)

When submitting application, please attach the following documents with this application and mark (✓) as appropriate:

○ * Photocopy of H.K. Identity Card (if the applicant is an individual) or Business Registration Certificate (if the applicant is a company).

○ Photocopy of proof of address.

* **I / ~~We~~** understand that, if ***I / ~~We~~*** make any statement or give any information that ***I / ~~We~~*** know to be incorrect in a material particular OR recklessly make any statement or give any information that is incorrect in a material particular OR knowingly or recklessly omit any material particular from any statement or information, ***I / ~~We~~*** shall commit an offence under Section 22 of the Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Chapter 354N) and shall be liable to a maximum fine of $100,000.

* **I / ~~We~~** have thorough understanding of the attached Basic Conditions and Conditions of Use. Upon approval of ***my / ~~our~~*** application for a billing account, ***I / ~~We~~*** accept and agree to be bound by the Basic Conditions and Conditions of Use.

* **I / ~~We~~** have read the Personal Information Collection Statement inside the Application Guide about ***my / ~~our~~*** personal data. ***I / ~~We~~*** declare that the personal data provided in this application form are accurate and up-to-date to the best of ***my / ~~our~~*** knowledge. ***I / ~~We~~*** agree and understand that such personal data can be used according to the purposes stated in paragraph 1 of the Personal Information Collection Statement.

本人 * 同意／不同意 把帳戶資料（個人姓名及電話）展示在環境保護署網站，以供公眾查閱。

I * agree / disagree to display the account information (name of the individual & phone number) on Environmental Protection Department's website for public inspection.

申請人簽署 Signature of Applicant	公司印章 Company Chop （如申請人是公司）(if the applicant is a company)	日期 Date

（_____）

簽署人全名及職位／ Full Name and Capacity

* 請將不適用者刪去。 Please delete whichever is inapplicable.

釋義

(a)	署長	–	指環境保護署署長。
(b)	載運入帳票	–	指根據下文C4部分所載的「載運入帳票」發放條款向帳戶戶主發放的「載運入帳票」。
(c)	政府	–	指香港特別行政區政府。
(d)	帳戶戶主	–	指已根據收費規例開立繳費帳戶的人或公司。
(e)	收費規例	–	指《廢物處置（建築廢物處置收費）規例》（第354N章）。
(f)	車輛總重	–	指根據道路交通條例訂立的規例，車輛所有車輪傳送至路面的重量總和；如有拖車，亦包括拖車加諸拖曳車輛的任何重量。
(g)	許可車輛總重	–	指根據道路交通條例訂立的規例指定或釐定的最高車輛總重。
(h)	報失期	–	指由署長決定將帳戶戶主報失的「載運入帳票」註銷的指明時限。
(i)	訂明收費	–	指堆填費、篩選分類費或公眾填料費。
(j)	訂明設施	–	指堆填區、廢物轉運站（離島廢物轉運設施）、篩選分類設施或公眾填料接收設施。

A. 基本條款

A1 **一般**

(1) 「基本條款」是根據收費規例制訂，須與收費規例、「使用條款」和「一般資料」一併閱讀。
(2) 繳費帳戶申請一旦獲得批准，申請人即視作已接受下文列載的「基本條款」，並同意受其約束。
(3) 如有違反任何「基本條款」，署長可撤銷有關繳費帳戶。

A2 **更改資料**

(1) 就繳費帳戶提供予署長的資料如有變更，帳戶戶主必須在合理切實可行的範圍內盡快以書面形式將該項變更告知署長。

A3 **結算程序**

(1) 帳戶戶主如在每月用以計算繳費通知及帳項的訂明收費的截數日起計14天內仍未收到有關通知，須通知署長。每月的19號爲截數日。逾期仍未收到繳費通知，並不代表帳戶戶主可獲豁免在繳費通知註明的到期日或之前繳付有關的訂明收費及附加費。
(2) 帳戶戶主在收到繳費通知時應檢查資料是否正確。如發現有任何錯漏，須於收到繳費通知當日起計7天內以書面通知署長。署長會就有關錯漏進行調查。如果有關事項的調查未及繳費通知的到期日前完成，則帳戶戶主仍須先行繳付該繳費通知所列的收費。
(3) 如沒有明顯錯誤，繳費通知所列的資料將視為最終和不可推翻的資料，而帳戶戶主須繳付訂明收費及繳費通知指明的附加費。
(4) 帳戶戶主如在繳費通知註明的到期日或之前仍未繳付訂明收費，須於自該附加費須予繳付的日期起計的14天內另外繳付附加費。如在14天的期限屆滿後仍未結清欠款，署長可暫時吊銷其繳費帳戶。
(5) 如繳費帳戶被暫時吊銷，帳戶戶主會獲發最後繳費通知，要求自該通知的日期起計14天內繳付以下款項：
- 按上文第 A3(4)段的規定繳付尚欠的訂明收費及附加費；及
- 在該繳費帳戶暫時吊銷前招致的任何其他尚欠的訂明收費，不論該收費是否屬已到期應付的收費。

在14天的期限屆滿後，如仍未結清最後繳費通知所列的尚欠款項，署長可撤銷該繳費帳戶。

B. 使用條款

B1 **一般**

(1) 「使用條款」是根據收費規例制訂，須與收費規例、「基本條款」和「一般資料」一併閱讀。
(2) 繳費帳戶申請一旦獲得批准，申請人即視作已接受下文列載的「使用條款」，並同意受其約束。
(3) 某一載量的建築廢物如在送交時並無按照「使用條款」的規定，將不會獲訂明設施接收處置。
(4) 「載運入帳票」的使用受有關帳戶隨附的「基本條款」及「使用條款」所規限。

B2 **「載運入帳票」的使用**

(1) 送交建築廢物的人，或由他人代為將有關廢物送交的人，必須是有效繳費帳戶的戶主，有關廢物才會被訂明設施接收處置。
(2) 「載運入帳票」上的適當位置必須清楚提供各項所須資料(即「訂明設施」、「使用日期」、「簽發人」和使用「載運入帳票」的車輛的「車牌號碼」)，方可在訂明設施有效使用。「載運入帳票」只適用於票上所示車牌號碼的車輛。
(3) 帳戶戶主或代為送交建築廢物的人須將「載運入帳票」的乙及丙部分交給設施操作員，以及按照其指示處置建築廢物。
(4) 「載運入帳票」如有損毀或塗改，即作廢無效。帳戶戶主不應使用無效的「載運入帳 票」。
(5) 帳戶戶主須安全保管「載運入帳票」。

B3 **混有其他廢物的建築廢物**

(1) 在訂明設施處置的建築廢物不得混有該等設施不會接收的其他廢物。

B4 **建築廢物過磅及處置程序**

(1) 按照建築廢物過磅和「載運入帳票」處理程序，廢物運輸商必須：
  (a) 解開覆蓋建築廢物的布帳（如有），以便檢查廢物；
  (b) 按指示於駛往磅橋前或磅橋上將「載運入帳票」的乙及丙部分交給設施操作員；
  (c) 取回「載運入帳票」的乙部分；及
  (d) 按指示離開磅橋。

(2) 在傾倒建築廢物時，廢物運輸商必須：
  (a) 按照交通標誌或設施操作員的指示駛往廢物傾卸區；
  (b) 在駛往廢物傾卸區時必須留意其他車輛及行人；及
  (c) 以安全的方式傾倒建築廢物。

(3) 在進行過磅程序時，廢物運輸商必須：
  (a) 按照交通標誌／訊號駛往出口磅橋；及
  (b) 留在磅橋上等待指示才可離開。

B5 **一般建築廢物處置規定**

(1) 使用訂明設施處置廢物服務的車輛的車輛總重不得超過許可車輛總重。
(2) 車輛必須妥善保養，不得有任何滲漏及對訂明設施造成污染。
(3) 車輛在訂明設施使用廢物處置服務時必須注意安全。
(4) 遇有意外／火警，駕駛者必須立即向設施操作員報告及求助，並嚴格遵從其指示。
(5) 除非設施操作員另有指示，否則駕駛者必須時刻遵守訂明設施範圍內的交通管制標誌／訊號。在訂明設施內進行任何活動時，必須時刻留意在訂明設施內的其他人士。
(6) 除非在緊急情況中要避免人命及財物的損失，否則在訂明設施範圍內禁止響號。
(7) 駕駛者在訂明設施範圍內使用車輛前燈時應亮低燈。

C. 一般資料

C1 **一般**

(1) 倘若因例行保養／大修、緊急維修或任何其他理由而須關閉訂明設施，不論有否事先通知，署長無須為這些行動對任何人所造成的損害或損失負責。
(2) 不得向訂明設施的任何操作員提供禮物或利益。如發現訂明設施的任何操作員向帳戶戶主或其代表索取利益，應向廉正公署舉報。

C2 **建築廢物的重量釐定**

(1) 用以計算每一建築廢物載量的訂明收費的建築廢物重量，是車輛在訂明設施的入口磅橋和出口磅橋記錄所得的車輛總重的差額。
(2) 如因廢物運輸商沒有在訂明設施的出口磅橋停車，而使車輛總重未有記錄，則有關建築廢物的重量須視為該車輛在入口磅橋記錄所得的車輛總重。
(3) 如因廢物運輸商沒有在訂明設施的入口磅橋停車，而使車輛總重未有記錄，則有關建築廢物的重量須視為該車輛的許可車輛總重。

C3 **結算程序**

(1) 每月的繳費通知會以郵寄方式發給帳戶戶主。帳戶戶主可選擇以書面或電子形式收取每月的建築廢物交收資料，如以電郵收取建築廢物交收資料，本署將不另行寄出有關資料。
(2) 繳費通知上指明須予繳付的訂明收費，是帳戶戶主在繳費通知訂明的期間內送交或由他人代為送交訂明設施處置的每一建築廢物載量應付的訂明收費的總和。
(3) 在結清繳費通知所列的到期應付欠款方面，所繳付的款項會按到期日順序清繳尚欠的款項，包括繳費通知所列的附加費。
(4) 如被暫時吊銷／撤銷的繳費帳戶中所有尚欠的訂明收費及附加費均已結清，則署長可應該帳戶戶主的申請，在附加或不附加任何條款的情況下恢復該繳費帳戶。

C4 **「載運入帳票」發放條款**

(1) 申請「載運入帳票」時，帳戶戶主須繳付按金作為繳付收費規例下任何訂明收費或附加費的保證。
(2) 帳戶戶主於申請「載運入帳票」時，須繳付每張300元的按金（適用於所有訂明設施的繳費帳戶）或每張75元的按金（只適用於離島廢物轉運設施的繳費帳戶）。所需按金會以申請的「載運入帳票」數量而計算。
(3) 帳戶戶主可以填寫表格四申請發出另加的「載運入帳票」。
(4) 領取或代領「載運入帳票」的人在領取「載運入帳票」時，須向署長出示身分證明文件，以供查核。
(5) 透過郵遞方式收取「載運入帳票」後，帳戶戶主須 傳真回條致環境保護署(傳真：2872 0509)確認收妥「載運入帳票」。「載運入帳票」在指明方法確認後兩個工作天（不包括星期六、日及公眾假期）方可使用。
(6) 已損毀或因塗改而失效的「載運入帳票」可交回署長，以申請發放新的「載運入帳票」或退回按金，惟必須結清所有應付的欠款。

(7) 結束帳戶時，帳戶戶主須將所有未經使用的「載運入帳票」交還署長，以申請退回按金，惟必須結清所有應付的欠款。

C5 **遺失「載運入帳票」**

(1) 「載運入帳票」如有遺失／被竊，帳戶戶主須立即以書面通知署長。

(2) 在收到帳戶戶主通知的一段指明「報失期」後，署長會把帳戶戶主遺失／被竊的「載運入帳票」註銷。報失期一般為兩個工作天（不包括星期六、日及公眾假期），由署長於收到書面通知後按次告知帳戶戶主。報失期屆滿後，帳戶戶主報失的所有「載運入帳票」均會作廢無效。

(3) 帳戶戶主可能須就該「載運入帳票」於報失期屆滿前所涉及的交易負責。

C6 **接收建築廢物準則**

(1) 訂明設施不會接收收費規例指明的建築廢物種類以外的其他建築廢物。某一載量的建築廢物如不符合接收廢物準則，廢物運輸商會於訂明設施獲發拒收通知。

Definitions

(a) Director	–	means the Director of Environmental Protection.
(b) Chit	–	means a Chit issued to account-holder in accordance with Section C4: Chit Issuance.
(c) Government	–	means the Government of the Hong Kong Special Administrative Region.
(d) Account-holder	–	means a person or a company who has established a billing account under the Charging Regulation.
(e) Charging Regulation	–	means Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap. 354N).
(f) Gross vehicle weight (GVW)	–	means the sum of the weights transmitted to the road surface by all the wheels of the vehicle and includes, in the case of a trailer, any weight of the trailer imposed on the drawing vehicle in accordance with Regulations made under the Road Traffic Ordinance.
(g) Permitted gross vehicle weight (PGVW)	–	means the maximum gross vehicle weight assigned or determined in respect of the vehicle in accordance with Regulations made under the Road Traffic Ordinance.
(h) Notification Period	–	means a specified period of time as determined by the Director for which a Chit reported lost by the account-holder will be void.
(i) Prescribed charge	–	means a landfill charge, sorting charge or public fill charge.
(j) Prescribed facility	–	means a landfill, refuse transfer station (Outlying Islands Transfer Facilities), sorting facility or public fill reception facility.

A. Basic Conditions

A1 General

(1) Basic Conditions are made under the Charging Regulation and should be read in conjunction with the Charging Regulation, Conditions of Use and General Information.

(2) Upon approval of the application for a billing account, the applicant shall deem to have accepted the Basic Conditions set out herein and to be bound by them.

(3) In the event of any breach of the Basic Conditions, the Director may revoke the billing account.

A2 Changes of Information

(1) The account-holder shall as soon as reasonably practicable inform the Director in writing of any changes in the information provided to the Director in relation to the billing account.

A3 Accounting Procedures

(1) The account-holder shall inform the director if a notice of demand is not received within 14 days of the date of monthly cut-off for purpose of determining the prescribed charge and issuance of monthly notice of demand. The cut-off date is 19th of each month. Non-receipt of the notice of demand does not exempt the account-holder from the requirment to pay the prescribed charges and surcharge on or before the due date stated on the notice of demand.

(2) Upon receipt of the notice of demand, the account-holder shall examine the notice and notify the Director in writing of any error or omission within 7 days from the receipt of the notice of demand. The Director will investigate such error or omission. If the investigation on such error or omission cannot be finalised before the due date stated on the notice of demand, the account-holder shall settle such notice of demand first.

(3) The notice of demand shall be final and conclusive in the absence of manifest error. The account-holder shall pay the prescribed charges and where applicable surcharge as specified in the notice of demand.

(4) If an account-holder does not settle the notice of demand for prescribed charges by the due date, he shall be liable to pay a surcharge as stated in the notice of demand within 14 days from the date of which the surcharge becomes payable. Upon expiry of the 14 days, the Director may suspend the billing account if the outstanding charges remain unsettled.

(5) Upon suspension of the billing account, the account-holder will be notified through a final notice of demand requiring him to pay, within 14 days from the date of that notice:

- the prescribed charges and surcharge that have not been paid as required under Paragraph A3(4); and
- any other outstanding prescribed charges incurred by him on that billing account before the suspension, whether or not that charge has become due for payment.

Upon expiry of the 14 days, the Director may revoke the billing account if the final notice of demand remains unsettled.

B. Conditions of Use

B1 General

(1) Conditions of Use are made under the Charging Regulation and should be read in conjunction with the Charging Regulation, Basic Conditions and General Information.

(2) Upon approval of the application for a billing account, the applicant shall deem to have accepted the Conditions of Use set out herein and to be bound by them.

(3) In the event that a construction waste load is not delivered in accordance with the Conditions of Use, the waste load concerned will not be accepted for disposal at the prescribed facility.

(4) Use of Chit is governed by the Basic Conditions and Conditions of Use accompanied with the billing account.

B2 Use of Chit

(1) Construction waste may be accepted for disposal at a prescribed facility only if the person delivers it or on whose behalf it is delivered, is the account-holder of the valid billing account.

(2) A Chit is valid for use at a prescribed facility if all the required fields (i.e. “Prescribed Facility”, “Date of Use”, “Issued by” and “Vehicle Registration Mark” of the vehicle using the Chit) have been completed clearly in the appropriate space provided on the Chit. A Chit is only valid for vehicle with the vehicle registration mark as shown on the Chit.

(3) Account-holder or the person delivering construction waste on his behalf shall present Parts B & C of a valid Chit to the facility operator and follow instructions of the operator for disposal of construction waste.

(4) Any damage or alteration made to a Chit will render the Chit invalid. Invalid Chits shall not be used.

(5) The account-holder shall be responsible for the safe custody of the Chits.

B3 Construction Waste mixed with Other Wastes

(1) For disposal at prescribed facilities, construction waste shall not be mixed with other wastes that are not acceptable at these facilities.

B4 Construction Waste Weighing and Disposal Procedures at Prescribed Facilities

(1) For weighing in and Chit handling, the waste hauler is required to:
   (a) undo the cover sheet of the construction waste load, if any, for waste inspection;
   (b) proceed to in-weighbridge and present Parts B & C of Chit to the facility operator before or at the in-weighbridge as directed;
   (c) collect Part B of Chit after processing; and
   (d) leave in-weighbridge as instructed.

(2) For discharge of construction waste, the waste hauler is required to:
   (a) follow traffic sign or instruction from facility operator to proceed to the tipping area;
   (b) watch out for other vehicles and persons; and
   (c) discharge the construction waste in a safe manner.

(3) For weighing out, the waste hauler is required to:
   (a) proceed to the out-weighbridge following the traffic sign/signal; and
   (b) complete the transaction with and as directed by the facility operator.

B5 General Construction Waste Disposal Requirements

(1) The GVW of a vehicle using the waste disposal service of the prescribed facilities shall not exceed the PGVW.

(2) Vehicles shall be properly maintained and shall not leak and cause pollution to the prescribed facilities.

(3) Vehicles shall be safely operated when using disposal service at the prescribed facilities.

(4) In the event of accident/fire, the driver shall report to and seek assistance immediately from the facility operator and follow his instruction strictly.

(5) The driver shall at all times follow the traffic control signs/signals within the prescribed facilities unless otherwise directed by the facility operator. He shall at all times be aware of other persons in the prescribed facilities when he performs any activity within the prescribed facilities.

(6) The use of vehicle horn in the prescribed facilities is prohibited unless under emergency situation in order to avoid danger to life or property.

(7) The driver shall dip the headlights of his vehicle within the prescribed facilities when the headlights are in use.

C. General Information

C1 General

(1) The Director shall not be liable to any person for any damage or loss caused due to closure of any prescribed facilities as a result of routine maintenance/overhaul, urgent repairs, or any other reasons with or without prior notice.

(2) No gift or advantage shall be offered to any operators of the prescribed facilities. The account-holder or whom on his behalf is advised to report to the Independent Commission Against Corruption (ICAC) if any operators of the prescribed facilities solicit advantages from him.

C2 Determination of Weight of Construction Waste

(1) Weight of the construction waste of a waste load is the difference between the GVWs recorded at the in-weighbridge and the out-weighbridge of the prescribed facility.

(2) If the GVW is not recorded at the out-weighbridge because the waste hauler fails to stop the vehicle at the out-weighbridge of the prescribed facility, the weight of construction waste is to be regarded as the GVW recorded at the in-weighbridge.

(3) If the GVW is not recorded at the in-weighbridge because the waste hauler fails to stop the vehicle at the in-weighbridge of the prescribed facility, the weight of construction waste is to be regarded as the PGVW.

C3 Accounting Procedures

(1) The monthly notice of demand will be sent to the account-holder by post. Monthly construction waste transaction information can either be sent by post or through E-mail at the account-holder's choice. Hard copy will not be sent if construction waste transaction information has been sent by E-mail.

(2) The amount of prescribed charges specified in the notice of demand shall be calculated as the sum of all the prescribed charges payable in respect of the weight of each load of construction waste delivered by the account-holder or on his behalf to the prescribed facilities for the period as specified in the notice of demand.

(3) For settlement of outstanding notices of demand, payment of any monies shall be used to settle the outstanding amounts including the surcharges stated in the notices of demand in the chronological order of their due dates.

(4) On the application of the account-holder for reinstating a suspended/revoked billing account, the Director may, with or without conditions, reinstate the billing account if all the outstanding prescribed charges and surcharge under the suspended/revoked account have been paid.

C4 Chit Issuance

(1) For request of Chit issuance, the account-holder is required to pay a deposit as security for payment of prescribed charges and surcharges under the Charging Regulation.

(2) When the account-holder requests for Chit issuance, he is required to pay a deposit of $300 per Chit (for billing account that can be used at all the prescribed facilities) or $75 per Chit (for billing account that can solely be used at Outlying Islands Transfer Facilities). The deposit will be calculated according to the requested number of Chits.

(3) The account-holder may apply in writing for issuance of additional Chits by completing Application Form for Issuance of Chits (Form 4).

(4) For collection of Chits in person, any person to whom or on whose behalf the Chits are issued will be required to produce his identity document to the Director for examination.

(5) For receipt of Chits by post, the account-holder should acknowledge receipt by fax return to Environmental Protection Department (Fax: 28720509). The Chits can only be used two working days (excluding Saturdays, Sundays and public holidays) after acknowledgment of receipt in the specified manner.

(6) Damaged Chits or Chits that have become invalid due to alteration may be returned to the Director for application for re-issuance of new Chits or for refund of deposit subject to settlement of any outstanding charges.

(7) Upon closure of the account, the account-holder shall return those unused Chits to the Director for application for deposit refund subject to settlement of any outstanding charges.

C5 Loss of Chits

(1) The account-holder shall report to the Director in writing immediately if his Chits have been lost/stolen.

(2) The Director will void the lost/stolen Chits as reported by the account-holder after a specified Notification Period following receipt of the written notification by the account-holder. The Notification Period, usually two working days (excluding Saturdays, Sundays and public holidays), would be advised by the Director on a case-by-case basis upon receiving the written notification. After expiry of the Notification Period, the Chits reported lost/stolen by the account-holder will become invalid.

(3) The account-holder may be liable for transactions that have already been made before expiry of the Notification Period.

C6 Construction Waste Acceptance Criteria

(1) The prescribed facilities will not accept construction waste other than the types of construction waste as specified in the Charging Regulation. For construction waste load not complying with the acceptance criteria of the prescribed facilities, rejection advice will be provided to the waste hauler at the prescribed facility.

[Words and expressions importing the masculine gender include the feminine and neuter genders. Words and expressions in the singular include the plural and vice versa.]

環境保護署
Environmental Protection Department