

**Air Pollution Control Ordinance (Chapter 311)**  
**Notification pursuant to Section 3(3) of the**  
**Air Pollution Control (Construction Dust) Regulation**

Notification No.: \_\_\_\_\_  
*To be completed by Authority*

*(Please read the Notes below before completing this form)*

To: The Authority

1. In accordance with section 3(3) of the Air Pollution Control (Construction Dust) Regulation,  
 I/we\*, \_\_\_\_\_  
*Full Name of Contractor*

hereby give you notice that the following particular(s)\* as given in our previous Notification (Environmental Protection Department's Reference No: \_\_\_\_\_) for the carrying out of the proposed notifiable works at

\_\_\_\_\_ *Detailed Address of Construction Site including Street Name/No., Lot/Area No., and District*

will be changed as stated below:

[Please tick below for those particular(s) that is/are to be changed and fill in the revised particular(s)]

- [ ] (a) Name of Contractor in English: \_\_\_\_\_
- [ ] (b) Name of Contractor in Chinese: \_\_\_\_\_
- [ ] (c) Certificate of Incorporation No.: \_\_\_\_\_
- [ ] (d) Business Registration No.: \_\_\_\_\_
- [ ] (e) Correspondence Address: \_\_\_\_\_
- [ ] (f) Telephone No.: \_\_\_\_\_
- [ ] (g) Facsimile No.: \_\_\_\_\_
- [ ] (h) Type(s) of notifiable works

	Anticipated Date of Commencement	Anticipated Date of Completion
[ ] Site formation	_____	_____
[ ] Reclamation	_____	_____
[ ] Demolition of a building	_____	_____
[ ] Work carried out in any part of a tunnel that is within 100m of any exit to the open air	_____	_____
[ ] Construction of the foundation of a building	_____	_____
[ ] Construction of the superstructure of a building	_____	_____
[ ] Road construction work	_____	_____

I/We\* hereby declare that I/We\* am/are\* the contractor of the aforesaid notifiable works and that the information/particulars provided in this notification are true and correct to the best of my/our\* knowledge and belief.

\_\_\_\_\_  
*Company Chop*

\_\_\_\_\_  
*Authorised signature of the contractor*

Full Name : \_\_\_\_\_  
*(Block Letter)*

Date : \_\_\_\_\_  
*DD/MM/YY*

Capacity : \_\_\_\_\_

\* *Delete if not applicable*

**Notes:**

1. This notification should be completed by the contractor responsible for the specified construction site or, when more than one contractor is carrying out construction work at the site, by the principal contractor carrying out such work.
2. Each notification form shall cover ONE construction site only.
3. Please complete the form in black or blue ink and in block letters. Typewritten is also acceptable.
4. This notification shall be submitted to any one of the Customer Service Counters of Environmental Protection Department (see **Appendix**) before the proposed change takes effect.
5. If there is any further proposed change to the particulars of this notification form, you shall notify Environmental Protection Department in a new **Form NB** before the proposed change takes effect.
6. You can contact the Customer Service Counters for enquiry and any assistance in completing this form.
7. If you intend to notify the Environmental Protection Department of the commencement of a new notifiable work not covered under the previous notification, please use **Form NA**.

**Environmental Protection Department  
Offices for Licence and Permit applications**

**Applications services are now available at the following Customer Service Counters:**

<b>Office</b>	<b>Address</b>	<b>Telephone</b>	<b>Control Districts</b>
Revenue Tower Office	33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.	2824 3773	N/A
Southern Centre Office	28/F., Southern Centre, 130 Hennessy Road, Wanchai, Hong Kong.	2573 7746	N/A
Cheung Sha Wan Government Offices	8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.	2402 5200	N/A
Regional Offices:			
Regional Office (East)	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518	Kwun Tong, Wong Tai Sin, Sai Kung, Yau Tsim Mong & Kowloon City
Regional Office (South)	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718	Hong Kong Island & Islands
Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories.	2417 6116	Tuen Mun, Tsuen Wan, Kwai Tsing & Sham Shui Po
Regional Office (North)	10/F., Sha Tin Government Offices, No.1 Sheung Wo Che Road, Sha Tin, New Territories.	2158 5757	Yuen Long, Sha Tin, Tai Po & North

環境保護署  
牌照申請服務辦事處地址

市民可往下列顧客服務枱申請牌照及許可證。

辦事處	辦事處地址	電話	管轄地區
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	不適用
修頓中心辦事處	香港灣仔軒尼詩道 130 號 修頓中心 28 樓	2573 7746	不適用
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	2402 5200	不適用
區域辦事處：			
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	觀塘、黃大仙、 西貢、油尖旺和 九龍城
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	香港島和離島
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	屯門、荃灣、 葵青和深水埗
區域辦事處（北）	新界沙田上禾輦路 1 號 沙田政府合署 10 樓	2158 5757	元朗、沙田、 大埔和北區

**Personal Information Collection Statement**  
**(for Notification)**

**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. It is obligatory for you to supply the personal data as required by this form. If you do not provide sufficient information, your notification is incomplete.

**Classes of Transferees**

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

**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.

**Enquires**

5. Enquires 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

**收集個人資料**  
**(通知書用)**

**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. 你必須提供表格所要求的個人資料。如果你不提供足夠的資料，你的通知書將會不完整。

**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。

**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)