



香港特別行政區政府  
The Government of the Hong Kong Special Administrative Region

廢物處置條例(第354章)  
Waste Disposal Ordinance (Chapter 354)

申請 \*領取 / 續期 電器廢物處置牌照  
Application for a \*new / renewal of E-Waste Disposal Licence

\*處理、再加工、循環再造 / 只貯存  
\*Treatment, reprocessing, recycling / Storage only

注意：如本表空格不敷應用，請另用紙張填寫。\* 請選擇適用的部分

Note: Please use separate sheets where the space provided in the form is insufficient. \*Please select as appropriate

### 1. 申請人 Applicant

申請人名稱 Name of Applicant

(中文) \_\_\_\_\_

(English) \_\_\_\_\_

申請人為用作進行有關廢物處置運作的土地或處所的 \*業主 / 合法佔用人

The Applicant is \*owner / lawful occupier of the land or premises used for conducting the disposal operation

商業登記證號碼

Business Registration Certificate No. \_\_\_\_\_

公司註冊證書 / 香港身份證或非本港居民旅行證件號碼 (如屬合夥商行或獨資經營者)

Certificate of Incorporation / HK I.D. Card or Travel Document No. for non-resident (for partnership / sole proprietor) \_\_\_\_\_

通訊地址 Correspondence Address (註: 不接受郵政信箱號碼 Note: Post Box no. is not acceptable)

(中文) \_\_\_\_\_

(English) \_\_\_\_\_

聯絡人姓名

Name of Contact Person \_\_\_\_\_

職位

Capacity \_\_\_\_\_

電話號碼

Telephone No. \_\_\_\_\_

傳真號碼

Fax No. \_\_\_\_\_

電郵

E-mail address \_\_\_\_\_

## 2. 處置設施 Disposal Facility

現有廢物處置牌照編號(如適用) \_\_\_\_\_ 屆滿日期 \_\_\_\_\_  
Current Waste Disposal Licence No. (if applicable) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

電器廢物處置設施名稱：  
Name of E-Waste Disposal Facility：

(中文) \_\_\_\_\_

(English) \_\_\_\_\_

地址 Address (包含丈量約份及地段編號的詳細地址 A full address with details of the relevant Demarcation District and Lot number(s))

(中文) \_\_\_\_\_

(English) \_\_\_\_\_

- \*  設施現正營運中 (開始營運日期 \_\_\_\_\_) /  
 新設施 (預計開始營運日期 \_\_\_\_\_)  
\*  Facility currently under operation (operation commencement date \_\_\_\_\_) /  
 New facility (expected operation commencement date \_\_\_\_\_)

電器廢物的總儲存量約 \_\_\_\_\_ 立方米  
Total storage volume of e-waste around \_\_\_\_\_ cubic metres

廢物處置設施場地的土地面積約 \_\_\_\_\_ 平方米、總層數 \_\_\_\_\_ 層、覆蓋面積約 \_\_\_\_\_ 平方米 及  
總樓面面積約 \_\_\_\_\_ 平方米  
Land area of the waste disposal facility around \_\_\_\_\_ square metres, total number of \_\_\_\_\_ storeys,  
covered area around \_\_\_\_\_ square metres, and total gross floor area around \_\_\_\_\_ square meters

- \*  政府土地 (短期租約編號 \_\_\_\_\_) /  
 私人土地 (短期豁免書編號 \_\_\_\_\_)  
\*  Government Land (STT No. \_\_\_\_\_) /  
 Private land (STW No. \_\_\_\_\_)

有關法定規劃圖則的名稱及編號  
Name and reference no. of the related statutory zoning plan \_\_\_\_\_

法定圖則指明的土地用途  
Land use zoning specified on the statutory plan \_\_\_\_\_

有關電器廢物處置設施是否已向城市規劃委員會取得規劃許可? \*  
Has permission from the Town Planning Board been obtained for the concerned  
e-waste disposal facility? \*

規劃申請編號（如適用） \_\_\_\_\_ 到期日 \_\_\_\_\_  
Planning Application No. (if applicable) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

申請用途 \_\_\_\_\_  
Applied Uses \_\_\_\_\_

處理電器廢物過程中是否涉及《危險品條例》（第 295 章）所管制的危險品？ \*  
Does the processing of e-waste involve any dangerous goods controlled under  
Dangerous Goods Ordinance (Cap. 295)? \*

已就製造、貯存、運送或使用這些危險品領有根據《危險品條例》發出的牌照？ \*  
Have obtained licence issued under Dangerous Goods Ordinance for the  
manufacture/storage/conveyance/use of the dangerous goods concerned? \*

危險品牌照編號（如適用） \_\_\_\_\_ 到期日 \_\_\_\_\_  
Dangerous Goods Licence No. (if applicable) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

處理電器廢物過程中是否涉及進口、儲存、運送、供應或使用《氣體安全條例》  
（第 51 章）所指的石油氣？ \*  
Does the processing of e-waste involve importation, manufacture, storage, transport,  
supply or use of Liquefied Petroleum Gas (LPG) as specified under the Gas Safety  
Ordinance (Cap. 51)? \*

已就進口、儲存、運送、供應或使用《氣體安全條例》所指的石油氣獲得氣體  
安全監督的批准？ \*  
Have obtained permission from the Gas Authority for importation, manufacture, storage,  
transport, supply or use of LPG under the Gas Safety Ordinance (Cap. 51)? \*

其他相關批准（如有） \_\_\_\_\_  
Other relevant approvals (if any) \_\_\_\_\_

負責人姓名 \_\_\_\_\_  
Name of Person-in-charge \_\_\_\_\_

職位 \_\_\_\_\_  
Capacity \_\_\_\_\_

電話號碼 \_\_\_\_\_ 傳真號碼 \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

電郵 \_\_\_\_\_  
E-mail address \_\_\_\_\_

### 3. 電器廢物資料及操作安排 E-Waste Description and Operational Details

廢物種類 Waste Type	設計中每日可*貯存 /處置量 Designed Maximum Daily *Storage /Disposal Capacity		廢物來源 Source of Waste	廢物貯存安排 Waste Storage Arrangements	廢物處理 /處置方法 Waste Treatment / Disposal Methods
	公噸 in tonne	立方米 in m <sup>3</sup>			
空調機 Air-Conditioner					
電冰箱 Refrigerator					
洗衣機 Washing Machine					
抽濕機 Dehumidifier					
乾衣機 Tumble Dryer					
電視機 Television					
電腦 Computer					
列印機 Printer					
掃描器 Scanner					
顯示器 Monitor					
總量 Total					

### 4. 電器廢物處置工序詳情 E-Waste Disposal Process Details

總處理量 (最高) 每年 \_\_\_\_\_ 公噸  
 Total Facility Capacity (Maximum) \_\_\_\_\_ tonnes per annum

\*每日或每批 \_\_\_\_\_ 公噸  
 \*tonnes per day or per batch

廢物回收率達 \_\_\_\_\_ %以重量計  
 Waste recycling rate to be achieved \_\_\_\_\_ % by weight

操作時數

Hours of Operation

平日 Weekdays	由 From	時至 hrs to	時 hrs
星期六 Saturday	由 From	時至 hrs to	時 hrs
星期日 Sunday	由 From	時至 hrs to	時 hrs
公眾假期 Public Holidays	由 From	時至 hrs to	時 hrs

處理工序 (若可以，附上簡圖)

Component Processes (Attach schematic diagrams where possible)

工序說明 Process Description	最高處理量 (公噸/每年) Maximum Capacity (tonnes/annum)	操作模式及容量 (連續 / 分批 / 其他，請列明) Operational Mode & Capacity (Continuous / batchwise / others, please specify)	工序啟用日期 Process Commissioning Date	設施剩餘 操作壽命 Remaining Operational Life

**5. 污水、排放物及殘餘物 Effluent, Emission and Residues**

列出在廢物處理/處置過程中產生的所有污水、排放物(包括廢物、氣體及噪音)或殘餘物的種類(包括將交由其他設施處理/回收的物料)。

List *all* types of effluent, emission (including waste, air and noise emission) or residues that will be generated from the e-waste treatment / disposal operation (including materials to be provided to other facilities for further treatment/recycling).

污水、排放物及殘餘物 Effluent, Emission & Residues	物體形態 Physical Form	排放數量或流量 Quantity or Rate of Discharge	監測安排 Monitoring Arrangement	建議的最終處置方法 Proposed Ultimate Disposal Method

## 6. 補充資料 Supplementary Information

隨申請表須提交以下資料 Please submit the following information with the application form:

1. 證明申請人為廢物處置場所的業主/合法佔用人之文件

Proof showing that the applicant is the owner or lawful occupier of the disposal site

2. A) 申請人的商業登記證副本；及

Copy of the Business Registration Certificate; and

B) 公司註冊證書副本；或

Copy of Certificate of Incorporation; or

C) 香港身份證副本<sup>#</sup>（或申請人親臨環境保護署區域辦事處提供其個人身份證以核實身份）或非本港居民旅行證件副本<sup>#</sup>

Copy or Hong Kong identity card<sup>#</sup> (or provision of his/her HKID Card in person for checking at an EPD Regional Office) or non-resident travel document<sup>#</sup>

<sup>#</sup>會於牌照審批工作完成後適當銷毀 *will be properly discarded upon completion of licensing work*

3. 申請人的公司授權書（如申請人屬公司或團體組織）

Company's authorisation letter for the applicant (if the applicant is a company or an organisation)

4. 設施位置圖 Site Location Plan

此圖應按適當比例，以紅色標示設施的位置(包括其邊界) 及藍色標示和同一業權的毗鄰地方，並須提供足夠詳情以辨別出設施的地點及其周圍環境。

This should be drawn on a scale appropriate to the facility showing the site (including the site boundary) of the facility to which the application relates coloured *red*, any adjoining land in the same ownership coloured *blue* and sufficient details to identify the site and the topography of its environment.

5. 操作計劃書 Operation Plan

此計劃書應詳述設施的操作，並附有關設施的平面圖及其他以合適比例顯示設施要點的附圖。計劃書應包括以下資料：

This should comprise a detailed description of the operation of the facility including a layout plan and other drawings(s) on an appropriate scale showing the key features of the facility. The following information should be included:

- (a) 有關設施所在地點的工程及基本建設（包括道路設施、出／入口、覆蓋範圍、園景、污水及雨水排放系統）；  
site engineering works and infrastructure (including access roads, ingress/egress, areas covered, landscaping, and effluent and stormwater discharge systems);
- (b) 電器廢物接收及裝卸安排；  
the e-waste reception arrangements;
- (c) 用以貯存將由設施所處理的物料及電器廢物的盛器和存放區；  
containers, receptacles and storage areas used for the storage of materials and e-waste to be processed at the facility;
- (d) 設施所採用的操作程序，包括處置工序流程圖及回收率；  
the operating procedures for the facility including flow diagrams and the recycling rate;
- (e) 緊急及事故的應變措施；  
contingency measures to tackle emergency incidents;
- (f) 污染控制及監測排放物的安排；  
arrangements for site pollution control and monitoring of possible emissions;
- (g) 貯存和處置殘餘物及副產品的安排；  
arrangements for the storage and disposal of treatment residues and byproducts;

- (h) 設施的安全設備及保安安排；  
site safety and security arrangements;
- (i) 設施員工的數目、資歷和經驗；  
manning levels, and qualifications and experience of staff;
- (j) 設施的維修安排和素質保證計劃；  
site maintenance and quality assurance plan;
- (k) 備存紀錄的安排；及  
arrangements for keeping records; and
- (l) 用以應付因設施的運作所引起的傷亡、財產損失及環境破壞而提出的申索的責任保險(如已有投保)。  
liability insurance, if any, to cover claims arising out of injuries to persons, properties and the environment which may result from the operations at the facility.

6. 管理人員的履歷 (包括資歷及有關的廢物管理經驗)。  
Resume of Management Staff (including qualifications and relevant waste management experience).

7. 城市規劃委員會發出的規劃許可核准文件的副本 (如有)  
Copy of letter of planning permission (if any) issued by the Town Planning Board

8. 其他核准文件或牌照(如有)之副本 (如屋宇署或消防處發出的批核或牌照)  
Copy of other approval or licences (if any) (such as those issued by Buildings Department or Fire Services Department)

## 7. 聲明 Declaration

特此證明：盡本人所知及所信，表格內填報的資料均屬真實無訛。  
I hereby certify that the particulars given above are correct and true to the best of my knowledge and belief.

\_\_\_\_\_  
(簽署 Signature)

\_\_\_\_\_  
(姓名 Name)  
(用正楷填寫 in Block Letters)

\_\_\_\_\_  
(職位 Capacity)

代表 on behalf of :

\_\_\_\_\_  
(公司名稱及印鑑)(如適用者)  
(Company Name and Chop as appropriate)

\_\_\_\_\_  
(日期)  
(Date)

### 警告：

根據《廢物處置條例》第 21(8) 條，申請者在廢物處置牌照的申請中，或在與該牌照申請有關連的情況下，作出任何陳述(不論是口頭或書面陳述)，或提供任何資料，而 (a) 該等陳述或資料在要項上屬虛假或具誤導性，及 (b) 他知道或理應知道該等陳述或資料在該要項上屬虛假或具誤導性，即屬犯罪，可處第6 級罰款。

### Warning :

Under section 21(8) of the Waste Disposal Ordinance, an applicant who, in or in connection with an application for a waste disposal licence, makes any statement (whether such statement be oral or written), or furnishes any information (a) which is false or misleading in a material particular, and (b) which he knows or reasonably ought to know is false or misleading in such particular, commits an offence, and is liable to a fine at level 6.

# 收集個人資料聲明 **Personal Information Collection Statement**

## 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：  
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  
環境保護署  
高級環境保護主任(知識管理)  
電話：2838 3111 傳真：2838 3111

## 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 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.

## 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)  
Environmental Protection Department,  
Rm 2215, 22/F., Tower 2, Grand Central Plaza,  
138 Shatin Rural Committee Road,  
Shatin, New Territories, Hong Kong  
Tel: 2838 3111 Fax: 2838 3111



## 隨申請表須提交的文件清單

### Checklist for documents to be submitted together with the Application Form

- 1. 證明申請人為廢物處置場所的業主/合法佔用人的文件  
Proof showing that the applicant is the owner or lawful occupier of the disposal site
- 2. A) 申請人的商業登記證及公司註冊證書副本；  
Copy of the Business Registration Certificate and Certificate of Incorporation;  
B) 香港身份證副本# (或申請人親臨環境保護署區域辦事處提供其個人身份證以核實身份)；  
或  
Copy of Hong Kong identity card# (or provision of his/her HKID Card in person for checking at an EPD Regional Office); or  
C) 非本港居民旅行證件副本#；  
Copy of non-resident travel document#

*#會於牌照審批工作完成後適當銷毀 will be properly discarded upon completion of licensing work*

- 3. 申請人的公司授權書 (如申請人屬公司或團體組織)  
Company's authorisation letter for the applicant (if the applicant is a company or an organisation)
- 4. 設施的位置圖  
Site location plan
- 5. 操作計劃書  
Operation plan
- 6. 管理人員的履歷  
Resume of management staff
- 7. 城市規劃委員會發出的規劃許可核准文件的副本 (如有)  
Copy of letter of planning permission (if any) issued by the Town Planning Board
- 8. 其他核准文件或牌照(如有) 的副本 (如屋宇署或消防處發出的批核或牌照)  
Copy of other approval or licences (if any) (such as those issued by Buildings Department or Fire Services Department)
- 9. 其他文件: \_\_\_\_\_  
\_\_\_\_\_  
Other documents: \_\_\_\_\_  
\_\_\_\_\_