

**Air Pollution Control Ordinance (Chapter 311)**  
**Application for Permit pursuant to Section 6 of the**  
**Air Pollution Control (Open Burning) Regulation**

*Please read the Notes below before completing this form*

To : The Authority

1. I/we\* .....hereby apply under section 6 of the Air Pollution Control (Open Burning) Regulation for a permit for the conduct of open burning activity and I/we\* hereby declare that the information/particulars provided in this application, including plans and specifications, are true and correct to the best of my knowledge and belief.

Signature : .....

Name : .....  
( BLOCK LETTERS )

Position : .....

\_\_\_\_\_  
(Company Chop)

Dated this ..... day of .....20 .....

**2. Details of Applicant**

a. Name (individual or business name) : .....  
(English) (Chinese)

b. H.K. Identity Card No.\* (if applicant is an individual) : .....

Business Registration Certificate No.\* : .....

Certificate of Incorporation No.\* (if applicant is a corporation) : .....

c. Correspondence Address : .....

.....

d. Telephone No. : ..... Fax No. : .....

*\* Delete if not applicable*

**3. Details of the open burning**

a. Site location : .....

b. Purpose of open burning : .....

c. Distance from the nearest sensitive receptor (*See Note 7*):.....metres

d. Description of nearest sensitive receptor (*e.g., school, hospital, etc*): .....

e. Proposed date/period of open burning : From  / /  to  / /   
DD/MM/YY DD/MM/YY

*(Please provide in the following space or in separate sheet justifications if the open burning activity is repetitive in nature with a proposed burning period lasting for more than ONE DAY.)*

f. Proposed operating hours : From.....am/pm To .....am/pm

g. Composition of the waste/materials to be burnt .....

h. Quantity of waste/materials to be burnt per burning ..... Kg

i. Number of times of burning during the proposed date/period of burning : .....

j. Please provide in the following space or in separate sheet reasons/justifications to support that :

- i. there is an essential operational need to carry out the open burning;
- ii. the proposed open burning will not cause or contribute to imminent air pollution; and
- iii. in case of waste disposal, there is no practicable alternative means of disposal.

k. Proposed ways of disposal of the fly ashes and remains after the fire:

**4. Information/particulars provided for permit application**

Please include the following in the application :

- (a) 2 copies of site plan with drawing no. ....of the scale (preferably not less than 1:1000) : .....showing the location of the burning site; the local land use, access roads/footpaths and topography within a radius of 500m of the site; and any sensitive receptors within a radius of 200 m of the site and height of nearby buildings;
- (b) A cheque in the amount of \$2,250 payable to "The Government of the Hong Kong Special Administrative Region" for the permit application fee. Payment through EPS or Faster Payment System ("FPS") is also available at the Offices for Licence and Permit applications listed in Appendix 1;

Please specify if there is any other supporting information. (Please use separate sheets if the space below is insufficient)

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Notes :

- 1 The applicant is advised to read the Air Pollution Control Ordinance and Air Pollution Control (Open Burning) Regulation before submitting this application.
- 2 Please note that application for permit is not required for conducting exempted open burning activities under section 3 of Air Pollution Control (Open Burning) Regulation.
- 3 Each application shall cover **ONE** burning site only.
- 4 Please complete the form clearly by typing or writing in black or blue ink.
- 5 If there is no sufficient space in any column to fill in all the information, you may use separate sheets of paper cross referenced to the particular column clearly marked on the sheet. All the additional sheets of information shall be numbered and duly signed by the applicant.
- 6 The fee payable on submission of this application will not be refunded.
- 7 For the purpose of this application, sensitive receptor includes any domestic premises, hotel, hostel, hospital, clinic nursery, temporary housing accommodation, school, educational institution, office, factory, shop, shopping centre, place of public worship, library, court of law, sports stadium, performing arts centre, or any other premises or place which, in terms of duration or number of people affected, has a similar sensitivity.
- 8 The completed form shall be submitted to any one of the Customer Service Counters of Environmental Protection Department. You can find the addresses of the Customer Service Counters in the **Appendix 1**.
- 9 An open burning permit that is issued in consequence of misleading, false, wrong or incomplete information furnished by an applicant in connection with the application is liable to be revoked.
- 10 You can contact the Customer Service Counters for further enquiry and any assistance in completing this form.

**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
<b>Regional Offices:</b>			
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

**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)