

封閉道路 / 巴士綫 / 限制區 / 禁區許可證申請表

APPLICATION FORM FOR

CLOSED ROAD / BUS LANE / RESTRICTED ZONE / PROHIBITED ZONE PERMIT

申請人資料 PARTICULARS OF APPLICANT			
1.* 姓名 Full Name:	公司 Company	<input type="checkbox"/>	
	先生 Mr.	<input type="checkbox"/>	
	太太 Mrs.	<input type="checkbox"/>	
	女士 Ms.	<input type="checkbox"/>	
2.	地址 Address:		
3.	聯絡人姓名 Name of Contact Person:	電話號碼 Tel. No.:	
		傳真號碼 Fax No.:	
		電郵 Email:	
申請詳情 DETAILS OF APPLICATION			
4.*	新辦 New Application	<input type="checkbox"/>	續期 Renewal <input type="checkbox"/>
5.* 許可證類別 Type of Permit:	限制區 Restricted Zone	<input type="checkbox"/>	
	禁區 Prohibited Zone	<input type="checkbox"/>	
	巴士綫 Bus Lane	<input type="checkbox"/>	
	封閉道路 Closed Road	<input type="checkbox"/>	
6.	地點 Location:		
7.	日期 Date: 由 From		至 To
8.	時間 Time: 由 From		至 To
9.	車輛登記號碼 Vehicle Registration No.:		
10.	車輛類別 Type of Vehicle:		
11.	申請原因 Reason for Application:		
12.	申請人簽名 Signature of Applicant:	公司蓋印 Company Chop:	
13.	申請日期 Date of Application:		

*請在適用處畫上剔號 (√)。 Please tick (√) as appropriate.

請勿使用此表格申請「大嶼山封閉道路通行許可證」、「過境車輛封閉道路通行許可證」或「邊境禁區通行證」。

Do not use this form to apply for “Lantau Closed Road Permit”, “Closed Road Permit for Cross-boundary Vehicles” or “Closed Area Permit”.

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填表須知

1. 表內各項應以中文或英文填寫。如申請使用的車輛多於一部，請列明車輛的安排 (包括每部車輛的用途及使用時間)。運輸署只簽發有限數目的許可證，請把所有車輛分組，以便運輸署考慮為每組車輛簽發一張許可證。
2. 申請表應夾附下列文件副本:
 - (a) 車輛登記文件 (正面及背面);
 - (b) 證明有實際需要使用許可證的證明文件 (例如: 服務合約、由學校校長簽發的證明函件等); 及
 - (c) 現有許可證與上一次申請時運輸署的批准信 (供續期申請使用)。
3. 運輸署有權要求申請人出示有關文件的正本以供審查，或提供額外證明文件。每次申請無論是新申請或是續期申請，均需重新提交所有證明文件。如有需要，申請人可以使用附頁或地圖提供更多資料。
4. 所有填妥的申請表須在 15 個工作天前以郵寄、傳真或親自遞交的其中一種方式，送交有關的運輸署分區辦事處處理，地址、查詢電話及傳真號碼如下:

<u>分區辦事處</u>	<u>地址</u>	<u>傳真號碼</u>	<u>查詢電話號碼</u>
市區分區辦事處 (港島)	香港灣仔告士打道 7 號 入境事務大樓 37 樓	2824 0399	2829 5814
市區分區辦事處 (九龍)	九龍聯運街 30 號 旺角政府合署 8 樓	2397 8046	2399 2471
新界分區辦事處	九龍聯運街 30 號 旺角政府合署 7 樓	2381 3799	2399 2226

5. 此申請表內填報的資料如有變更，申請人應立即通知運輸署。
6. 由生效日期起計算，許可證的有效期限最長為不超過 12 個月。
7. 倘若申請人沒有依照上文第 2 段和 4 段提供所需的文件，及遵照所列明的時間來提交申請，申請人或未能在所申請的許可證生效日期前獲發有關許可證。
8. 申請人應閱讀有關個人資料的說明:
 - 8.1 運輸署會使用透過本表格所獲得的個人資料作下列用途:
 - (a) 辦理有關審批你在本表格中所提出的申請的事務;
 - (b) 辦理有關交通及運輸的事務;
 - (c) 方便運輸署與你聯絡; 及
 - (d) 根據香港法例第 374 章道路交通 (車輛登記及領牌) 規例附表 9，許可證持有人的姓名將會列在許可證上。
 - 8.2 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。
 - 8.3 你透過本表格所提供的個人資料可能會向下列人士/部門公開:
 - (a) 其他政府部門、決策局及有關機構，以作上述 8.1 段所列的用途;
 - (b) 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責。
 - 8.4 根據個人資料 (私隱) 條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。
 - 8.5 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，請致電 2804 2600 或發送電郵至 tdenq@td.gov.hk。

運輸署

二零二一年十一月

**APPLICATION FORM FOR
CLOSED ROAD / BUS LANE / RESTRICTED ZONE / PROHIBITED ZONE PERMIT**

GUIDANCE NOTES TO HELP YOU

1. All items in the form should be completed either in English or Chinese. If there is more than one proposed vehicle, please specify the vehicle deployment (including the use of vehicles and time that they will be used). The Transport Department will only issue limited number of permits. Please arrange the vehicles in groups so that the Transport Department can consider issuing a permit to each group of vehicles.
2. Copies of the following documents should be attached to the application form :
 - (a) Vehicle Registration Document (both front and back pages);
 - (b) Documentary proof of the genuine need for the permits (e.g. service contract, supporting letter issued by school principal, etc.); and
 - (c) Current permit and approval letter from Transport Department for last application (for the use of renewal application).
3. Applicants may be required to produce the original documents for inspection by the Transport Department, or to provide additional supporting documents. All necessary documents must be provided for each application whether new or for renewal. Applicants may use supplementary sheet or map to provide further information, if deemed necessary.
4. Completed application forms should be submitted at least 15 working days in advance by any one of the ways: in person, by post or by fax to the related Regional Offices of Transport Department for processing at the following addresses and fax numbers:

<u>Regional Offices</u>	<u>Address</u>	<u>Fax No.</u>	<u>Enquiry Phone No.</u>
Urban Regional Offices (Hong Kong Island)	37/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.	2 8 2 4 0 3 9 9	2 8 2 9 5 8 1 4
Urban Regional Offices (Kowloon)	8/F, Mongkok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.	2 3 9 7 8 0 4 6	2 3 9 9 2 4 7 1
New Territories Regional Offices	7/F, Mongkok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.	2 3 8 1 3 7 9 9	2 3 9 9 2 2 2 6

5. Applicants should notify Transport Department of any change in particulars relating to their applications immediately.
6. Permits will be valid for a maximum period of not exceeding 12 months from the commencement date.
7. In the event that the Applicants have not submitted their applications, with the required documents as stated in paragraph 2 or in compliance with the time period as stated in paragraph 4 above, they may not be able to obtain their permits before commencement dates of the permits they apply for.
8. Applicants should read the Notes on Personal Data:
 - 8.1 The personal data provided by means of this form will be used by the Transport Department for the following purposes:
 - (a) activities relating to the processing of your application in this form;
 - (b) activities relating to traffic and transport matters;
 - (c) facilitating communication between the Transport Department and yourself; and
 - (d) The name of the permit holder will be entered on the permit in accordance with Schedule 9 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Chapter 374, Laws of Hong Kong).
 - 8.2 It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.
 - 8.3 The personal data you provided by means of this form may be disclosed to:
 - (a) other Government departments, bureaux, and related organizations for the purposes mentioned in paragraph 1 above; and
 - (b) tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.
 - 8.4 You have a right of access and correction with respect to personal data as provided for in sections 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.
 - 8.5 Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, please call 2804 2600 or email us at tdenq@td.gov.hk