

**大嶼山封閉道路通行許可證及東涌道禁區許可證
申請表格**

APPLICATION FORM

LANTAU CLOSED ROAD PERMIT & TUNG CHUNG ROAD PROHIBITED ZONE PERMIT

請閱讀附頁的「須知事項」，並以正楷填寫各項資料。

Please read "Notes For Attention" attached and complete all items in block letters.

請在適當地方加上“√”號。

Please “√” whichever is appropriate.

本欄不必填寫 FOR OFFICIAL USE ONLY

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P	

Receiving Officer's Signature _____

申請人資料 PARTICULARS OF APPLICANT

1. 名稱 Full Name	() 個人 Individual	先生/ 夫人/ 小姐/ 女士 中文 (In Chinese)		
		Mr./ Mrs./ Miss/ Ms. 英文 (In English)		
		香港身分證號碼 HK Identity Card no.	電話號碼 Telephone no.	
	() 公司 / 團體 / 機構 Company/ Society/ Association	中文 (In Chinese)		
		英文 (In English)		
		商業登記證/公司註冊證號碼 Business Registration Certificate no. / Certificate of Incorporation no.		
2. 聯絡方法 Contact Method	聯絡人姓名 Name of Contact Person	電話號碼 Telephone no.	傳真號碼 Fax no.	
3. 地址 Address	大嶼山地址 Lantau Address	室 Flat/Room	樓 Floor	座 Block
		大廈/屋苑名稱 Name of Building / Estate		
		門牌號數及街道(或鄉村)名稱 Number and Name of Street (or Village)		
		地區 District		
	通訊地址 Mailing Address	室 Flat/Room	樓 Floor	座 Block
		大廈/屋苑名稱 Name of Building / Estate		
		門牌號數及街道(或鄉村)名稱 Number and Name of Street (or Village)		
		地區 District		

☐ 香港 Hong Kong
☐ 九龍 Kowloon
☐ 新界 New Territories

申請詳情 DETAILS OF APPLICATION

4. 申請類別 Type of Application	<div style="display: flex; justify-content: space-between;"> <div> () 新申請 New Application () 續期 Renewal Application 現有許可證號碼 Existing Permit No. _____ () 其他 (請註明) Others (Please specific) _____ </div> <div> () 補領 Lost Permit Application 現有許可證號碼 Existing Permit No. _____ () 更改車輛號碼或種類 Change of Vehicle Number or Class 現有許可證號碼 Existing Permit No. _____ </div> </div>
5. 許可證類別 Type of Permit	() 大嶼山封閉道路通行許可證 Lantau Closed Road Permit () 東涌道禁區許可證 Tung Chung Prohibited Zone Permit
6. 申請使用日期 Date of Permit in Use	() 由 From _____ 至 to _____ 或 or () ____月 (不能超過 12 個月) ____ month(s) (no more than 12 months) 如申請東涌道禁區許可證使用時間包括星期六下午、星期日及公眾假期，請列明有關原因 _____, 及夾附證明文件副本。 For application for Tung Chung Prohibited Zone Permit which must include Saturday afternoon, Sunday and public holiday, please provide copy of supporting document and specify reason:- _____
7. 申請原因 Reason for Application	
8. 車輛登記號碼及種類 Vehicle Registration Number & Class	新增車輛 New vehicle(s) _____ 保留車輛 Retain vehicle(s) _____ 取消車輛 Delete vehicle(s) _____ 另頁說明 On separate sheet(s): 共 Total () 頁 Pages 如申請使用巴士長度超過 10.5 米或貨車(包括負載物)的長度超過 11 米，請列明有關原因 _____, 及夾附證明文件副本。 For application for the use of buses exceed 10.5 meters or goods vehicles (included loading) exceed 11 meters, please provide copy of supporting document and specify reason:- _____

聲明 DECLARATION

據本人所知所信，以上填報各項資料均屬真確。本人明白如明知而作出虛假的陳述，根據香港法例第 374 章道路交通條例第 111 條第 3 款的規定，本人可被判罰\$5000 元及監禁 6 個月。

本人承諾，如上文填報各項詳情有任何更改，定必會立即以書面通知運輸署。

I declare that to the best of my knowledge and belief, the information, given above is true and correct. I understand that if I knowingly make any statement which is false in a material particular, I shall render myself liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and to imprisonment for 6 months.

I undertake to notify the Transport Department in writing immediately upon any change in the particulars given above.

申請人簽名

Signature of Applicant

公司 / 團體蓋章

Company / Society Chop _____

日期

Date _____

須知事項 Notes For Attention

大嶼山南部(包括東涌道)現正實施兩種限制進入的管制，分別為道路封閉及禁區。在大嶼山南部行駛或經東涌道進入大嶼山南部的車輛，必須持有有效的『**大嶼山封閉道路通行許可證**』。此外，由於東涌道是一條單線供雙程行車的通道，加上某些路段狹窄及陡斜，為了維持該通道交通暢通，本署在東涌道劃設了禁區(所有車輛：每日上午 8 時至下午 6 時；重逾 5.5 噸貨車：每日 24 小時)。車輛在禁區實施時段內使用東涌道，必須持有有效的『**東涌道禁區許可證**』。

Two kinds of road access restrictions are now in force on south Lantau (including Tung Chung Road); namely, closed road and prohibited zone. Vehicles running on south Lantau or going into south Lantau through Tung Chung Road are required to possess valid **Lantau closed road permit**. In addition, this Department has imposed prohibition (from 8.00 a.m. to 6.00 p.m. daily for all vehicles and 24 hours for goods vehicles over 5.5 tonnes) on Tung Chung Road which is a one-lane road for two-way traffic and is narrow and steep on some sections in order to maintain smooth traffic on the road. Vehicles entering Tung Chung Road during the prohibited hours are required to possess **Tung Chung Road prohibited zone permit**.

A) 申請許可證必須提交的文件 Supporting Documents

申請人須負責提出符合資格的證明，下開文件應連同申請表格一併遞交，以支持所提出的申請。運輸署有權要求申請人出示有關文件的正本以供審查；惟此等文件的正本，毋須連同申請表格遞交。(請注意：每次申請均需重新提交所有必須的文件。)

Responsibility for producing proof of eligibility rests with the applicant. To support the application, the following documents should be forwarded at the time of the submission of the application form. Applicant may be required to produce original documents for inspection by Transport Department. However, original documents should not be sent with the application form. (Attention: All supporting documents must be provided for each application.)

必要文件 Necessary Documents

- 1) 有關車輛的有效登記文件的清晰副本。
Clear copy of valid vehicle registration document(s).
- 2) (如以個人名義申請)香港身份證的清晰副本。
(For application in the name of a person) Clear copy of Hong Kong Identity Card.
- 3) (如以個人名義申請)香港正式駕駛執照的清晰副本。
(For application in the name of a person) Clear copy of Hong Kong full driving licence.
- 4) (如以公司／機構名義申請)有效之商業登記證副本／公司註冊證的清晰副本。
(For application in the name of a company/association) Clear copy of valid Business Registration Certificate / Certificate of Incorporation.

其他可能需要的文件 Other Supporting Documents

- 5) (如申請大嶼山封閉道路通行許可證)(1)最近 3 個月內由電力公司、水務署、差餉物業估價署或電訊公司發給申請人申報的大嶼山地址的賬單副本(電話賬單必須是固網電話，手提電話將不獲受理)。有關的賬單必須是以申請人為登記用戶，或(2)最近 3 個月內申請人在大嶼山地址的租約及租單或土地註冊處發出的證明文件副本，證明申請人仍是該住宅物業的業主／租客。
(For application of Lantau closed road permit) (1) Copy of bills issued to the applicant's Lantau address by electricity company, Water Supplies Department, Rating and Valuation Department or telephone company (telephone bills issued to fixed lines not mobile phone will be accepted) in recent 3 months. The bills should be registered under the name of the applicant; or (2) Copy of **tenancy agreement and rental receipt** issued for the applicant's residence or land search document issued by Land Registry to certify the applicant is still the owner of residential property.
- 6) 最近 6 個月內(每月兩張)的經營合約、工程指引、收發單據或送貨單。
Business contract, works order, invoices or delivery notes in recent 6 months (2 copies for each month).
- 7) (因搬運大型貨物，如搬屋等的申請)送貨單副本、屋主於大嶼山的地址證明副本及屋主的申請信。
(For application for transporting bulky goods, e.g. house removal) Copy of delivery order, copy of house owner's residential proof and application letter from the house owner.
- 8) 工程／服務合約副本(包括開工及完工日期、工程項目、工程地點及在大嶼山進行工程確實時間表)。
Copy of works or service contract (including commencement and completion dates, works items, works location and specific timetable of the works to be conducted in Lantau) .
- 9) 地政總署批准興建村屋之批准書副本。
Copy of approval letter issued by Lands Department for construction of village house.
- 10) 批出有關合約之政府部門／公司近期發出的證明文件副本，證明該合約仍然生效。
Copy of recent confirmation from government department / company to confirm the relevant contact is still in force.
- 11) 假如有關工程與上次申請相同，請提交工程進度證明、未能完工原因以及預計完工日期。
If the works is the same as previous one, please submit progress report, reason for delay and target completion date.
- 12) 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)。為了顧及交通情況，本署只能簽發有限數目的許可證，請把所有車輛分組，以便本署考慮為每組車輛簽發一張許可證。
If number of vehicles is more than one, please specify the vehicle arrangement (including the usage of each of the vehicles and the time applied for). For the sake of traffic condition, this Department can only issue limited number of permits. Please arrange the vehicles in groups so that this Department can consider issuing a permit to each group of vehicles.
- 13) 擬申請舉辦活動的詳情(包括(1)舉辦日期及活動行程、(2)參加者總人數、(3)當中 60 歲以上的長者或傷殘人士或幼童的數目及年齡)。
Details of the activity to be held (including (1) date of the activity and itinerary, (2) total number of participants, (3) total number and age of the elderly aged 60 or the disabled or the infants) .

14)	(如即日離港或首日抵港觀光的申請) 旅行團詳細資料 (例如：當地旅行團正式確認信，包括團員名單、航班資料等。確認信必須蓋上公司印章、簽署及註明日期)。 (For application for sight-seeing on the first day arriving or last day departing Hong Kong) Details of the tour group information (e.g. local travel agency's official confirmation letter including name list of tourists, flight information and etc. The confirmation letter must be signed with company chop and date).
15)	最近 3 個月內公司註冊處發出的證明文件以證明你或有關申請者仍然是公司董事。 Document issued by Company Registry in recent 3 months to certify the applicant is still the company director.
16)	最近簽訂之僱員合約以證明你或有關申請者仍然受僱於該公司。 Recent employment contract to certify the applicant is still employed by the company.
17)	最近 6 個月內醫生證明文件以證明(1)有關病者之病況不適宜乘搭公共交通工具(包括的士)及(2)需要治療時間或覆診日期。 Medical certificate in recent 6 months to certify (1) the sick is not suitable to take any kind of public transport service (including taxi) and (2) duration of medical treatment or date(s) of medical appointment.
18)	婚禮舉辦日期之證明文件如婚禮請柬或婚姻登記處發出之證明文件等。 Documentary proof for date of wedding such as invitation card or certificate issued by Marriage Registry.
19)	殮葬證明文件如死亡證及殮葬單據。 Documentary proof for funeral such as death certificate and funeral receipt.
20)	(如遺失許可證)警署報失的證明文件。 (In the event that the permit is lost) Record of report of loss memo from the police.
21)	運輸署署長在處理牌照申請時，可要求申請人出示其地址證明 (例如印有該人士姓名之水費單、電費單、煤氣單或銀行信等)，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其最近三個月內的地址證明，並在牌照事務處人員要求下，出示其地址證明。如申請人先前曾提供其住址和通訊地址給運輸署，請同時提供住址和通訊地址的證明。 The Commissioner for Transport may, in processing licensing application, require the applicant to produce proof of his/her address (e.g. water/electricity/gas bill or bank correspondence with his/her name as addressee), and may suspend the processing of the application until the production of such proof. Therefore, applicants please bring along with address proof issued within the last three months for presentation as and when requested by officers of Licensing Office. Please provide the proof of both residential and correspondence addresses if the applicant had provided the two addresses to Transport Department.
22)	其他 Others
B) 簽發條件 Conditions of Issue	
1.	申請人必須持有有效的香港正式駕駛執照。 The applicant must possess a valid Hong Kong full driving licence.
2.	許可證不得轉讓。 The permit is non-transferable.
3.	許可證在限期屆滿或當本署提出要求時，必須退還本署。 The permit must be returned to this Department upon expiry or upon demand.
4.	根據許可證使用車輛時，許可證必須展示在車頭盡可能近行車證的位置。 The permit must be displayed on the front screen of the vehicle as near as possible to the vehicle licence at all times when the vehicle is being used in accordance with the permit.
5.	許可證並無授予任何泊車特權。車輛只可在以法定交通標誌及路面標記劃為停車地方之地點停泊。 The permit does not confer any parking privileges. Parking is permitted only within a parking space designated by authorized traffic signs and road markings.
6.	許可證可隨時註銷作廢。 The permit may be revoked at any time.
7.	本署只會簽發『大嶼山封閉道路通行許可證』予在大嶼山(不包括愉景灣及東涌新市鎮)居住的居民或在該處擁有物業的人士或公司。惟申請車輛必須為私家車或電單車及以申請人名義登記。 This Department issues Lantau closed road permit to full-time Lantau (excluding Discovery Bay and Tung Chung new town) resident or person or company with property on Lantau (excluding Discovery Bay and Tung Chung new town). However, the vehicle in respect of which a permit is applied for must be private car or motor cycle and registered in the name of the applicant.
8.	每個大嶼山(不包括愉景灣及東涌新市鎮)住宅單位，只可獲發壹張大嶼山封閉道路通行許可證。 Each dwelling unit in Lantau (excluding Discovery Bay and Tung Chung new town) is entitled to possess one Lantau closed road permit only.
9.	大嶼山封閉道路通行許可證乃根據道路交通(車輛登記及領牌)規例第 49 條的規定簽發，該等許可證並無授權車輛駛入根據道路交通(交通管理)規例第 28 條第(1)款予以暫時封閉的道路。 The Lantau closed road permit is issued under the provision of Regulation 49 of the Road Traffic (Registration and Licensing of Vehicles) Regulations. It does not authorize entry to a road temporarily closed by virtue of regulation 28(1) of the Road Traffic (Traffic Control) Regulations.
10.	如使用公共巴士，則該車輛的長度不能超過 10.5 米。 If public bus is in use, it must not exceed 10.5 meters long.
11.	如使用貨車，則該車輛(包括負載物)的長度不能超過 11 米。 If goods vehicle is in use, it (included loadings) must not exceed 11 meters long.
12.	駕駛公共巴士進入大嶼山封閉道路範圍的司機，必須持有最少 2 年前簽發給他的公共巴士駕駛執照。 Drivers of public bus who drive into the Lantau closed road area must possess a driving licence to drive a public bus issued to him/her not less than 2 years before.

<p>C) 更改事項 Amendments 申請表格內各項資料如有變更，申請人須立即以書面通知運輸署。 Any change in the particulars in respect of the application should be notified to Transport Department in writing immediately.</p>
<p>D) 遞交申請表格方法 Method for Submission of Application Form</p> <ol style="list-style-type: none"> 填妥的申請表格，須連同一切有關的證明文件的副本，傳真至 2381 3799 或 2398 7430 或郵寄至九龍旺角聯運街 30 號旺角政府合署七樓運輸署新界分區辦事處(以免重覆，切勿同時傳真及郵寄)，信封面請註明「申請大嶼山許可證」。 The completed application form should be submitted <u>together with copies of all supporting documents</u> by fax at 2381 3799 or 2398 7430 or by mail to Transport Operations (NT) Division, Transport Department, 7/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon (to avoid duplication, do not mail and fax the application to this Department). Please mark “Application for Lantau Permit” on the envelope. 申請須於許可證使用日或許可證到期日之前三個星期遞交。 Application should be submitted at least 3 weeks in advance of the date of permit in use or the permit expiry date. 本署會以書面通知申請人申請結果。如申請獲批准，申請人須帶同批准信及有關車輛的有效登記文件，前往香港牌照事務處領取許可證(注意：大嶼山封閉道路通行許可證是要收費的，首簽每年\$900 及續領每年\$660)。香港牌照事務處的服務時間及地址如下： 地址：香港金鐘道 95 號統一中心 3 樓 辦公時間：星期一至五，上午 9 時至下午 5 時 (公眾假期休息) This Department will inform applicant of the result in writing. If his/her application is approved, the applicant is required to bring approval letter and valid vehicle registration document(s) to the Hong Kong Licensing Office to collect the permit (Note: A fee is charged for Lantau closed road permit, \$900 per annum for first issue and \$660 per annum for renewal). Service hours and address of Hong Kong Licensing Office are as follows: Address: 3/F., United Centre, 95 Queensway, Hong Kong. Office hours: 9.00 a.m. to 5.00 p.m. Monday to Friday (except public holidays) <u>非臨時</u>大嶼山封閉道路通行許可證可在香港牌照事務處續期。申請人須攜同已填妥的申請表格、香港身份證／商業登記證／公司註冊證副本和車輛的有效登記文件副本及現有的大嶼山封閉道路通行許可證副本。 <u>Non-temporary</u> Lantau closed road permit can be renewed in the Hong Kong Licensing Office. The applicant should bring the duly-completed application form, copy of Hong Kong Identity Card / Business Registration Certificate / Certificate of Incorporation and copy of valid vehicle registration document as well as copy of current Lantau closed road permit. 如欲郵遞申請續領<u>非臨時</u>大嶼山封閉道路許可證，請於現有的許可證屆滿日期前四個月內以掛號信寄香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處，並連同填妥的申請表格及有關的證明文件及<u>應繳費用（只接受支票，請劃線並註明『香港特別行政區政府』為收款人）</u>一併寄交本署，本署收到申請後，會在 10 個工作天內將許可證以掛號信寄回給你。 <u>Non-temporary</u> Lantau closed road permit can be renewed by post. You may apply for renewal of the permit within four months prior to the expiry date of the current permit. Please send the completed application form by registered post to Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong together with all the supporting documents and <u>appropriate fee (please make cheque payable to “The Government of the Hong Kong Special Administrative Region” and crossed)</u>. Upon receipt of application, the permit will be posted to you by registered post within 10 working days.
<p>E) 注意事項 Note for Attention</p> <ol style="list-style-type: none"> 如任何駕駛執照持有人/登記車主曾向運輸署署長提供其姓名、地址或身分證明文件有所改變，他/她須在改變出現後 72 小時內以書面或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長。任何人無合理解釋而違反此規定，即屬犯罪，可處罰款 2,000 元。車輛登記文件、車輛牌照及自訂登記號碼分配證明書(如屬需要)亦須交出，以作修改；以及 If a change occurs in the name, address or identity document of a driving licence holder/registered owner previously provided by the driving licence holder/registered owner to the Commissioner for Transport, the driving licence holder/registered owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form (TD559). Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You should also submit your vehicle registration document and where appropriate the vehicle licence and the Certificate of Allocation of Personalized Registration Mark for amendment; and 運輸署署長可要求給予改變通知的駕駛執照持有人/登記車主，提供有關改變的證明。任何人無合理解釋而違反此規定，即屬犯罪，可處罰款 2,000 元。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人/登記車主亦須將現有的駕駛執照正本(如持有)、車輛登記文件正本(如持有)及/或駕駛教師執照正本(如持有)送交運輸署署長。 The Commissioner for Transport may require a driving licence holder/registered owner who has given to the Commissioner for Transport a notification of change of particulars to produce proof of change within. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original vehicle registration document (if applicable), and/or original driving instructor's licence (if applicable).
<p>F) 查詢 Enquiry 如有查詢，請致電顧客服務熱線 1823。 For enquiry, please contact customer service hotline at 1823.</p>

G) 關於你個人資料的說明 Notes about your Personal Data

收集目的 Purposes of Collection

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：
The personal data provided by means of this form will be used by the Transport Department for the following purposes:
 - a) 辦理有關審批你在本表格中所提出的申請的事務；
activities relating to the processing of your application in this form;
 - b) 依照道路交通(車輛登記及領牌)規例第 4(2)條的規定，保存一份車輛記錄，讓市民索閱(只適用於與車輛有關的申請)；
maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations (applicable to vehicle-related applications only);
 - c) 依照道路交通(駕駛執照)規例第 39 條的規定，保存一份詳列駕駛執照上各細項的記錄(只適用於與駕駛執照有關的申請)；
maintenance of a record of particulars of driving licences under 39 of the Road Traffic (Driving Licences) Regulations (applicable to driving licence – related applications only) ;
 - d) 辦理有關交通及運輸的事務；及
activities relating to traffic and transport matters; and
 - e) 方便運輸署與你聯絡。
facilitating communication between Transport Department and yourself.
 - f) 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和地址將會列在許可證上。
The name and address 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.
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。
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.

獲轉交資料的部門／人士 Classes of Transferees

3. 你透過本表格所提供的個人資料會向下列人士 / 部門公開：
The personal data you provided by means of this form may be disclosed to:
 - a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
other Government departments, bureau and relevant organizations for the purposes mentioned in paragraph 1 above;
 - b) 任何人士，以作上述第 1 段(b)項所列的用途；及
any person for the purpose mentioned in paragraph 1(b) above; and
 - c) 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。
tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.

索閱個人資料 Access to Personal Data

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。
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.

查詢 Enquiries

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，應寄往：
香港金鐘道 95 號統一中心 3 樓運輸署牌照事務組行政主任／FRT 收
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
Executive Officer / FRT, Licensing Section, Transport Department, 3/F., United Centre, 95 Queensway, Hong Kong.