Guidance Notes on the Trials of Autonomous Vehicles
GUIDANCE NOTES
ON THE
TRIALS OF AUTONOMOUS VEHICLES

Transport Department
December 2019
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1. **Introduction**

1.1 The Government of the Hong Kong Special Administrative Region (“Government”) released in December 2017 the Hong Kong Smart City Blueprint (“Blueprint”) with a vision to build Hong Kong into a world class smart city. Different policy areas are involved and smart mobility is one of the six major areas identified in the Blueprint.

1.2 For smart mobility, the Blueprint recommended a number of initiatives, and one of which is to facilitate trials of Autonomous Vehicles (AVs). The Government will also continue to explore and formulate initiatives to facilitate technology advancement and industry development in vehicle-to-everything (V2X) and AV and ultimately introduction of AV with integrated Internet access.

1.3 In this “Guidance Notes”, an AV means a motor vehicle equipped wholly or substantially with an autonomous system which enables vehicle operation without the active physical of, or monitoring by, a human operator.

1.4 In accordance with the Road Traffic Ordinance (Cap. 374) (the “Ordinance”), a motor vehicle must be registered and licensed by the Transport Department (TD) if it is to be used on roads\(^1\), including private roads. AVs, however, are normally not designed, constructed and operated in compliance with technical standards and driving rules of conventional vehicles. Thus, they cannot be registered and licensed under the existing regulatory framework.

1.5 The TD has been facilitating trials (including tests and demonstrations) of AVs in Hong Kong by issuing movement permits under the Ordinance. “A Guide on Application for Movement Permit for Test, Trial and/or Demonstration of Autonomous Vehicles on Roads within Designated Sites in Hong Kong” was also published in 2017 as a reference for prospective applicants to prepare an application to TD for movement permits for conducting AV trials.

1.6 This “Guidance Notes” is intended to update and replace the above-mentioned “A Guide on Application for Movement Permit for Test, Trial and/or Demonstration of Autonomous Vehicles on Roads within Designated Sites in Hong Kong”, and

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\(^1\) As stipulated in Road Traffic Ordinance (Cap. 374), road (路、道路) includes every highway, thoroughfare, street, lane, alley, court, square, car park, passage, path, way and place to which the public have access either continuously or intermittently, whether or not the same is the property of the Government, and includes the carriageway of the North-west Railway, but does not include any private road, or any part of the carriageway of the North-west Railway designated by the Commissioner by notice in the Gazette
set out a clear yet flexible mechanism to facilitate applications for movement permits for conducting more advanced AV trials (including tests and demonstrations) while ensuring safety.

2. **Application Procedures for Movement Permit**

2.1 Organisations intended to conduct AV trials shall apply for a movement permit regarding their proposed trials on roads, including private roads, by submitting a completed Form TD298 with the following to the Licensing Section of TD (see Annex A for contact details):

   (i) Copy of the applicant’s Hong Kong Identity Card/Passport or Certificate of Incorporation of a company (for company applicants);
   (ii) Original or photocopy of proof of present address which is issued not more than three months from the date of application;
   (iii) Contacts of the applicant, or its representative in case of a company applicant;
   (iv) Relevant application fee; and
   (v) A trial proposal (see Section 3).

2.2 Form TD298 (see Annex B) could be downloaded from the website of TD or via the following hyperlink:

2.3 As mentioned above, there are comprehensive interpretations of “Road” and “Private Road” in the Ordinance. Applicants are encouraged to consult TD to confirm whether a movement permit is required for their proposed trial of AV (see Section 7 for contact details) at particular areas/sites.

2.4 Each application will be assessed on a case by case basis depending on its own merit. The applicant shall allow ample time, say at least 30 working days after submission of all the necessary document or information, for TD to process the application for movement permit.

2.5 During the assessment, comments would be sought from other Government departments such as the Hong Kong Police Force (HKPF) regarding the proposed trial.
2.6 If a movement permit is issued, permit conditions will be included with which the permit holder must comply.

2.7 Permit holders shall comply with other conditions which may be imposed by TD throughout the validity period of the movement permit. Contravention to any conditions may render the permit liable to cancellation.

2.8 Permit holders shall inform TD as soon as possible if there is any change to the trial, e.g. change of technologies or devices to be used. If the change is significant, application for a new movement permit is required. However, it would be considered on a case-by-case basis.

3. General Requirements

3.1 To apply for a movement permit regarding any trials of AV on roads, the applicant is responsible for ensuring that the following major requirements are met:

(i) the AV shall be roadworthy and in good / serviceable conditions;
(ii) appropriate insurance coverage shall be in place;
(iii) a competent driver / operator shall be stationed in the vehicle during the trial on roads, who can resume immediate control of the AV all the time; and
(iv) adequate mitigation measures shall, after completing a hazard analysis and risk assessment, be identified and implemented to reduce safety risks of the AV as far as reasonably practicable.

3.2 The applicant is required to submit a trial proposal including the following information:

(i) description of the organisation intended to conduct the proposed trial;
(ii) trial objective, proposed location and routing, timing and duration;
(iii) description of the AV to be used and the proposed operating speed;
(iv) design and functions of the AV key components (e.g. sensors, cameras, data recording device, etc.);
(v) description of the technology being put on trial with the proposed trial scenarios and procedures;
(vi) description of the AV driver/operator and trial participants on board;
(vii) driving competency of the AV driver/operator;
(viii) the Temporary Traffic Management Plan (if necessary);
(ix) infrastructure/communication network requirements (if necessary);
(x) insurance coverage (e.g. “vehicle insurance”, “public liability insurance”, etc.);
(xi) details of the trials on the same AV covered by other movement permits;
(xii) a safety management plan (see para. 3.3 and 3.4); and
(xiii) other relevant information about the trial which could demonstrate the compliance of the requirements stated in para. 3.1.

3.3 The aim of the Safety Management Plan is to identify and outline key relevant safety risks of the trial and how they will be mitigated or eliminated. To do so, the applicant shall either have an internal hazard analysis and risk assessment method; or show compliance with an existing globally accepted standard such as ISO 26262-3: 2018 or prevalent version. The proposed risk mitigation measures, e.g. fencing off arrangements, safety warning notices, trainings to drivers/operators, etc. should be devised and included in the submission.

3.4 The Safety Management Plan should address major safety risks, such as the following, and propose mitigation measures:

(i) **System Failure**
   Failure of the autonomous system is a key risk and the applicant shall set out how he intends to manage system failure which is related to both hardware and software.

(ii) **Hacking**
   In order to avoid hacking of the autonomous system to take control of the vehicle, appropriate security measures will need to be implemented by the applicant.

(iii) **Driver Errors**
   In case of system failure or emergency, the driver will be required to resume control from the autonomous system and operate the vehicle manually. Driver errors including slow reaction will pose significant risks to road users including the driver himself. The applicant shall list what measures would be carried out to avoid driver errors during the trial.

(iv) **Vehicle Failure**
   Irrespective of whether the vehicle is being operated under autonomous or manual mode, vehicle failure will pose significant risks to road users and surrounding properties. The applicant shall list what measures would be carried out to ensure that the vehicle will remain in good and serviceable conditions in the event of vehicle failure (also see para. 4.6).

3.5 The AV under trial shall be fitted with suitable electronic data recording device capable of capturing data from sensors and control systems, in addition to
information related to vehicle movement and surrounding environment. In case of an incident, the data shall be recorded in full and available for the examination of TD to provide details about the incident, including but not limited to the time, speed, location, status of brake and mode of operation (i.e. autonomous / manual), etc. The applicant shall commit that assistance shall be provided to TD or agent appointed by TD to retrieve the record for the purpose of incident investigation.

3.6 The applicant shall ensure that all the required policy of insurance shall be in force throughout the trial period.

3.7 The applicant shall set out how they intend to engage with the public and other key stakeholders as part of the trial. These could include infrastructure management, public transport service providers, or communities near the trial location, especially when the trial will be conducted on temporarily closed or non-closed roads. It is the responsibility of the applicant to find out who will be affected by the trial. Engagement shall be maintained throughout the duration of the trial. The applicant shall also consider to engage Fire Services Department before the trial and provide information such as emergency handling procedures for the AV.

3.8 The applicant, if approved, shall be required to provide interim reports as required, end-of-trial report and presentation sessions on findings, outcomes and feedbacks on regulatory framework. He will also be required to attend ad hoc or regular meetings regarding the trial. Commercially sensitive information, of which confidentiality will be respected, is NOT required in the reports.

3.9 If temporary road closure is required for the trial of AV, the applicant shall submit a Temporary Traffic Management Plan for approval by the relevant divisions of TD and HKPF regarding the trial’s anticipated risks and traffic impacts, and the corresponding mitigating actions. After preliminary screening and evaluation of the application, the applicant would be advised, with comments on the plan, to submit the Temporary Traffic Management Plan to HKPF and relevant divisions of TD to see if there is any objection.

3.10 If any infrastructure or communication network is required for the trial, the applicant shall inform TD about such requirements. The applicant shall ensure that the AV and any associated backend control systems have appropriate security measures to manage data security and the risks of unauthorised data access. The communication network shall comply with Telecommunications Ordinance (Cap. 106).
3.11 AV trials will likely involve collection, handling and disposal of personal data. For example, image data collected by sensors fitted on the AV may give rise to the collection of personal data under Personal Data (Privacy) Ordinance (Cap. 486). The applicant must ensure that they comply with Personal Data (Privacy) Ordinance and follow the six Data Protection Principles thereat, and set out their data protection measures in the trial proposal. If warranted, the applicant shall consult the Office of the Privacy Commissioner for Personal Data and conduct a privacy impact assessment.

3.12 Upon issue of a movement permit, the permit holder is required to report in the format required by TD, any accident or incident during the trial of AV to TD within 24 hours from the time of occurrence of the accident or incident (see Annex C for details).

3.13 The trial will be inspected by TD during the validity period of the movement permit. Subject to findings of the inspection, the TD may impose additional permit conditions which are deemed appropriate.

3.14 The applicant shall have contingency plan with measures to handle various unintended situations, incidents or accidents. Information such as contact points of emergency services, vehicle recovery services, maintenance services, etc. should be included.

4. Vehicle Requirements

4.1 The applicant shall ensure and confirm that the AV to be put on trial is fit and roadworthy for the proposed trial.

4.2 The AV, through its sensors or control by the driver/operator, will need to respond appropriately to all type of road users, hazards and scenarios which may typically be encountered during the proposed trial. The applicant shall conduct pre-trial tests to ensure that all sensors are in order with record properly kept and subject to the examination of TD. TD may attend and witness the pre-trial tests, if required.

4.3 The applicant shall substantiate that the AV is fit and roadworthy for the proposed trial with in-house trial/simulation report, report of overseas trial, operation record of the AV, relevant assessments by accredited testing organisations or academic organisations, etc. The applicant should start with in-house trials to gather and cumulate experience / evidence to substantiate the satisfactory functioning of the
AV and its components before advancing to trials within a confined testing area, temporarily closed roads and finally open roads mixed with other traffic.

4.4 Transition function between autonomous mode and manual mode shall be proven first in in-house trials or trials within a confined area before advancing to trials on temporarily closed roads and open roads.

4.5 The range of object sensor detection shall be specified in the trial proposal, which shall be greater than the braking distance of the AV plus an extra safety factor regarding the resumption of control from autonomous mode to manual mode by the driver/operator.

4.6 The applicant shall maintain the AV in good and serviceable condition throughout the trial. Inspection and maintenance records shall be properly kept (details of maintenance/inspection scheme should be included in Safety Management Plan, see para. 3.4) and provided to TD upon request.

4.7 In the event of failure of AV technologies under trial, provision of visual/audible warning to driver/operator shall be available as a mitigating measure, especially for trials on road. Other mitigating measures such as slowing down, coming to a complete stop should also be considered to fit for the trial conditions. Details shall be presented in the Safety Management Plan.

5. **Driver/Operator Requirements**

5.1 During the trials of AV on road, there shall be a driver/operator in the vehicle who can resume control of the AV (i.e. manual mode) from autonomous mode.

5.2 To ensure that the driver/operator can operate the AV under manual mode on road, the driver/operator shall hold a valid driving licence of private car or light goods vehicles for at least 3 years. Subject to the gross vehicle weight, the dimensions and the design of the AV, driving licence holders of other vehicle class may be required.

5.3 The driver/operator shall have solid understanding about the vehicle operation, capabilities and limitation of the AV technologies to be put on trial as certified by the developer of the AV technologies in writing. The applicant shall be responsible for providing adequate training and have procedures to ensure and monitor the awareness of the driver/operator during operation of the AV. The driver/operator shall be aware of the situations in which it may be necessary to intervene. Training shall cover potentially hazardous situations which may be
encountered and appropriate action to take when resuming manual control of the AV.

5.4 The applicant shall be responsible for training the driver/operator to ensure that he has full understanding of the transition from vehicle autonomous mode to manual mode, and vice versa. The transitioning will take certain time and the driver/operator shall, in case of emergency, make timely actions after taking the time required for transitioning into account.

5.5 The applicant shall ensure that the driver/operator have adequate and suitable training and regular updates. Induction, refresher and any other training record of the driver/operator in relation to the AV trial shall be maintained and produced to TD or agent appointed by TD for inspection as required.

6. **Record Keeping**

6.1 The applicant shall maintain a record keeping system so that the relevant records/information could be made available to TD or agent appointed by TD, if required.

6.2 Relevant records/information mentioned in para. 6.1 should include the following but the list is not exhaustive:

(i) Pre-trial vehicle inspection records;
(ii) Inspection and maintenance record of the AV throughout the trial period;
(iii) Incident record;
(iv) Data stored in electronic data recording device of the AV;
(v) Training records of the driver, operator and other participants; and
(vi) Updated contingency plan.
7. **Enquiry**

For any enquiries, please feel free to contact Transport Department by:

Email : vssenq@td.gov.hk

Mail : Vehicle Safety and Standards Division,

Transport Department,

10/F South Tower, West Kowloon Government Offices,

11 Hoi Ting Road,

Yau Ma Tei,

Kowloon.
Annex A

**Address**
Kowloon Licensing Office
2/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon

**Office Telephone No.**
2150 7728

**Fax No.**
2782 0153
Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [Please refer to the list of acceptable proof of address]

Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of $2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through MyGovHK or by submitting the specified form (“Change of Personal Particulars or Vehicle Particulars”).

Mail items with insufficient postage

Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [Please note details about postage and pay attention to the New Postage Structure effective from 1 January 2016]
With effect from 29 December 2017, the application fee for this permit will be adjusted from $670 to $820. Point (7) under “Required Documents and Fees” of this application form is revised as follows:

(7) The appropriate fee — the application fee for this permit is $820 [The application fee may be subject to change. For enquiry about the updated application fee, you may make enquiries at the enquiry counters of licensing offices or from Customer Service Hotline 2804 2600/1823 Call Center, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department’s website (www.td.gov.hk) for information]. If pay by cheque/cashier order, please make cheque/cashier order payable to “The Government of the Hong Kong Special Administrative Region” and crossed. Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.
Application For A Movement Permit For A Vehicle

Please read the notes carefully before completing this form. All items should be completed in Block Letters. It is an offence to make any false statement. Part F is for use by Police Traffic Office.

Part A

PARTICULARS OF APPLICANT

Name (In English) Name (In Chinese, if applicable)

Identity Document No./Certificate of Incorporation No.: ( )

Residential/Company Address ( )

(Note: The residential address/company address (if using company as registered vehicle owner) of a driving licence holder/registered vehicle owner is his/her/its registered address in this Department, and will be used for the purposes of contact with him/her/it and mailing correspondence. Thus, the applicant must fill in his/her/its updated residential address/company address in this application form.)

Flat/Room Floor Block

Name of Building / Estate

Number and Name of Street (or Village)

District

Correspondence Address

†

Part B

Particulars of Vehicle (delete whichever is inapplicable)

Make

Year of Manufacture

Country of Origin

Engine No.

Cylinder Capacity c.c.

Colour

Body Type/Model

Permitted Gross Vehicle Weight tonnes

Axle Weight

(i) Axle 1 tonnes

(ii) Axle 2 tonnes

(iii) Axle 3 tonnes

(iv) Axle 4 tonnes

Minimum spacing between axles metres

Maximum speed of vehicle km.p.h.

Steering

Braking System: * All wheels/back wheels only

* (please describe if otherwise)

Note:

If (12) above exceeds 8.4 tonnes and (13) is less than 3 metres, please submit your application in quadruplicate and attach a drawing of the vehicle showing configuration and spacing of wheels, to each copy. It is required to be considered in consultation with the Highways Department.

Please tick the appropriate box.

† 請於適當方格內加上「✓」號:  Please tick the appropriate box.
Part C

1. 申請理由
   Reasons of Application

2. 路線詳情：(請書面列明路線詳情，若有工作地盤地點圖表而欠缺書面路線詳情，申請將不獲接納。)
   Details of Routes (Please state details of routes in writing. A plan to indicate the working site areas without written details of routes is not acceptable.)

   由_________(地盤地址)
   from_________(site address)
   至_________(地盤地址)
   to_________(site address)
   經_________(site address)

3. 來往日期
   Date of Movement
   __________________________

4. 來往時間
   Time of Movement
   __________________________

Part D

有效的第三者意外風險保險（必須出示保險單）
Valid Third Party Risk Insurance (Certificate must be produced)

1. 保險公司名稱（非代理商）
   Name of Insurance Company (not agent)

2. 保險單／臨時保單號碼
   Policy/Cover Note No.
   __________________________

3. 屉滿日期
   Expiry Date
   __________________________

Part E

聲明 Declaration

I have read and understood the conditions attached to this form. I declare that to the best of my knowledge and belief the information given above is true and complete and the routes in Part C above are of sufficient headroom/clearance for movement of the vehicle. I hereby apply for a movement permit for the above vehicle to be moved as described in Part C above.

My declarations above are true and correct. I understand that, if I knowingly make any statement or provide any information in this application form which is false in any material particular, I shall be liable under Section 111(3) of Road Traffic Ordinance (Cap. 374) to a fine of $5,000 and imprisonment for 6 months.

申請人簽署
Signature of Applicant
_________________________

日期
Date
_________________________

Part F

建議書（由 *總警司 (交通)／高級警司 (交通) 港島／九龍／新界填寫）
Recommendations (by *CSP Traffic/SSP Traffic HKI/K/NT)

* 請予照准／不必照准該項申請，但須遵守下列條件（如屬適用）
   Applicant *recommended/not recommended subject to (if any)

日期
Date
_________________________

(*) 總警司 (交通)／高級警司 (交通) 港島／九龍／新界代行
   (for *CSP Traffic/SSP Traffic HKI/K/NT)

* 請將不適用者劃去
* Delete where inappropriate
1. The permit shall be displayed on the front of the vehicle left hand side of the front windshield of the vehicle in such a manner that it is clearly visible.

2. The Commissioner for Transport may, in processing licensing application, require the applicant to produce proof of his/her address (residential/correspondence), 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.

3. A movement permit is issued shall be valid for the period as specified by the Commissioner for Transport and subject to such other conditions in regard to the time when the vehicle may be moved.

4. The vehicle is to be driven on the road only by a person holding a valid driving licence authorizing him to drive a vehicle of that class.

5. The vehicle is to be covered by such insurance required by the Motor Vehicle Insurance (Third Party Risks) Ordinance as if it were a motor vehicle registered and licensed in accordance with the provisions of the Road Traffic Ordinance and the regulations made thereunder.

6. When the vehicle is being used on a road, no load is carried on the vehicle other than such equipment, spares or fuel normally carried on the vehicle.

7. When the vehicle is driven on a road, it must be accompanied by an escort vehicle in the front and another at the rear (if applicable).

8. When the vehicle is driven on a road, it shall be covered by such insurance required by the Motor Vehicle Insurance (Third Party Risks) Ordinance as if it were a motor vehicle registered and licensed in accordance with the provisions of the Road Traffic Ordinance and the regulations made thereunder.

9. When the vehicle is driven on a road, a telephone number is to be displayed on the vehicle which will provide Police with 24 hours access to the owner or his representative.

10. Police should be informed when a breakdown occurs.

11. Emergency warning signs must be carried and used in the event of a breakdown.

12. The permit shall be displayed on the front of the vehicle left hand side of the front windshield of the vehicle in such a manner that it is clearly visible from the front of the vehicle.

13. The permit must be returned to the Commissioner for Transport in case of cancellation.

14. Operation of the vehicle is subject to additional conditions recommended by the Police/Highways Department which are attached to the permit issued.

15. Contra-vehicle of any of the permit conditions may render the permit liable to cancellation and a fine of $2,000.

16. The permit holder shall seek the approval from the relevant authority prior to driving the vehicle in any area or private road of which the management authority or owner may restrict the access of the vehicle.
The appropriate fee

2. Kowloon Licensing Office

1. Hong Kong Licensing Office

2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

2804 2642

Hong Kong.

2804 2624

1. 香港牌照事務處

香港金鐘道 95 號統一中心 3 樓

2. 九龍牌照事務處

九龍長沙灣政府合署 2 樓

2150 7714

所需文件及費用 Required Documents and Fees

1. 車主的香港身份證或護照／公司註冊證 (商業登記證不會被接納)：而身分證明文件的影本亦會被接納作核對用，本署會於辦理你的申請後將副本歸還。

2. 說明該車構造、車輪之間距離及車輪總體積的繪圖。

3. 要求該車往來各地點的代理人所發出的委託書或書面證明。

4. 以車主名義投保該車的第三者意外風險有效證明書。

5. 該車的照片一幅。

6. 現時的地址證明 (住址／公司地址及通訊地址 (正本或副本)，而該地址證明需發出日不超過三個月 (包括水電表或電訊公司帳單、政府部門、公共機構、銀行或本地大學／專上教育機構發出的文件等)。如有查詢，可致電 2804 2600。

7. 其他有助申請的有關文件及資料，及

8. 應繳費用——本許可證的申請費用為 $670 [有關申請費用或會更改。如想知最新費用，你可於本署各牌照事務處詢問處，或致電顧客服務熱線 2804 2600／1823 電話中心查詢，參閱牌照事務處的牌照費用表 (TD341) 或瀏覽運輸署網頁 (www.td.gov.hk)]。如以支票／銀行本票付款，請劃線並寫明 ‘香港特別行政區政府’ 為收款人，並在支票／銀行本票背面寫上你的姓名、車輛登記號碼及日間聯絡電話號碼；請勿郵寄現款。

When you submit your application please also produce——:

1. Hong Kong Identity Card or Passport/Certificate of Incorporation of a company. (Business Registration Certificate will not be accepted). Photocopy of the identity documents is acceptable and will be destroyed after the processing of your application.

2. Drawing of the vehicle showing configuration, spacing of wheels and overall dimensions.

3. Copy of assignment or written confirmation from the agent concerned requiring the movement of the vehicle.

4. Drawing of the vehicle showing configuration, spacing of wheels and overall dimensions.

5. A photograph of the vehicle.

6. A valid Third Party Risk Insurance Certificate covering the use of the vehicle in the name of the owner.

7. Original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, moons of correspondence from government departments, public organisations, banks or local universities/tertiary education institutions etc.). For enquiries, please call 2804 2600.

8. Other relevant documents/information in support of your application not mentioned above; and

The appropriate fee—the application fee for this permit is $670 [The application fee may be subject to change. For enquiry about the updated application fee, you may make enquiries at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department’s website (www.td.gov.hk) for information]. If pay by cheque/cashier order, please make cheque/cashier order payable to "The Government of the Hong Kong Special Administrative Region" and crossed. Please write down your name, vehicle registration marker and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.

郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請書，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS

1. 請在支票／銀行本票背面寫上你的姓名，車輛登記號碼及日間聯絡電話。Please write down your Name, Vehicle Registration Mark and Day Time Contact Telephone No. on the back of the cheque/cashier order.

2. 請填上你的付款資料。Please fill in your Remittance Details.

銀行名稱 Name of Bank: ________________________________

付款總額 Amount Paid: ________________________________

支票／銀行本票號碼 Cheque/Cashier Order No: ________________________________

3. 為方便本署郵寄本申請所申請的許可證給你，請在以下填上你的姓名／公司名稱（如為公司登記為車主），及於申請書背面的住址／公司地址／通訊地址／住址／公司地址／通訊地址 Residential/Company/Correspondence Address: ________________________________

To facilitate us to mail the permit applied in this application form to you, please fill in below your name/company name (if using company as registered vehicle owner) and residential address/company address/correspondence address provided in Part A of this application form.

姓名 Name: ________________________________

住址／公司地址／通訊地址 Residential/Company/Correspondence Address: ________________________________
Notes about your personal data

1. The personal data provided by means of this form will be used by Transport Department for the following purposes:
   (a) activities relating to the processing of your application in this form;
   (b) maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;
   (c) maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;
   (d) activities relating to traffic and transport matters;
   (e) facilitating communication between Transport Department and yourself; and
   (f) the name and address of the permit holder will be entered on the permit in accordance with Schedule P of the Road Traffic (Registration and Licensing of Vehicles) Regulations.

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.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
   (a) other Government departments, bureaux and relevant organization for the purposes mentioned in paragraph 1 above;
   (b) any person for the purpose mentioned in paragraph 1(b) above; and
   (c) tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.

Access to Personal Data

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.

Enquiries

5. 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,
   1/F, United Centre,
   95 Queensway,
   Hong Kong.
Annex C

Reporting of Notifiable Incident for Test, Trial or Demonstration of Autonomous Vehicles on Roads

**Purpose**

The purpose of this document is to set out the mechanism for reporting notifiable incident during test, trial or demonstration of autonomous vehicles on roads.

**Definition of Notifiable Incident**

The owner of the movement permit shall report any accidents or incidents occurred during test, trial or demonstration of autonomous vehicles on roads, included, but not limited to, the following:

- Fire
- Collision with object, vehicle or personnel
- Overturning of vehicle
- Malfunctioning of braking system
- Trapping of participant or operator for over 15 minutes
- Incident has led to fatality or injury
- Incident has led the presence of emergency services (such as police, firemen or ambulance)
- Incident has led to the inquiry of media or the presence of media
- Incident leading to the suspension of test, trial or demonstration
- Incident has safety concerns

**Reporting Requirements**

- The incident shall be reported to Transport Department within 24 hours of the incident occurrence, using the attached template (Appendix A).
- Further information shall be provided to Transport Department, if required.
- The staff of Transport Department shall be allowed to attend the scene and inspect the concerned autonomous vehicle.
- The owner of the movement permit shall submit an investigation report within 14 calendar days of the incident occurrence, detailing the cause of the incident, remedial measures taken and the improvement measure to prevent the recurrence of similar incident.
## Appendix A

### Notifiable Incident Report for
Test, Trial or Demonstration of Autonomous Vehicles on Roads

<table>
<thead>
<tr>
<th>From: (Owner of Movement Permit)</th>
<th>To: Transport Department</th>
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<tbody>
<tr>
<td>Date:</td>
<td>Fax: 2802 7533</td>
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<table>
<thead>
<tr>
<th>Location of Incident:</th>
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<table>
<thead>
<tr>
<th>Date &amp; Time of Incident:</th>
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<table>
<thead>
<tr>
<th>Injury (no. of person):</th>
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<table>
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<tr>
<th>Fatality (no. of person):</th>
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<table>
<thead>
<tr>
<th>Brief Description of the Incident:</th>
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<th>Remedial Measures Taken:</th>
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<table>
<thead>
<tr>
<th>Presence of HKPF / HKFSD / Ambulance</th>
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<table>
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<tr>
<th>Presence of Media (name of media)</th>
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<table>
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<tr>
<th>Inquiry from Media (name of media)</th>
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<table>
<thead>
<tr>
<th>Contact Person (name, position, fax, office and mobile telephone numbers)</th>
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