



康樂及文化事務署
LEISURE AND CULTURAL SERVICES DEPARTMENT

遊樂場所牌照申請表
Application for Places of Amusement Licence

注意：填寫本申請表前，請仔細閱讀夾附的「申請人須知」。

Note: Please read the enclosed "Notes to Applicants" carefully before completing this form.

致：康樂及文化事務署牌照及檢控小組 To: Licensing and Prosecution Unit, Leisure and Cultural Services Department

甲部 Part A

申請人資料 Particulars of Applicant

- (a) 申請人姓名 (中文) (in Chinese) _____ (*先生/女士)
Name of Applicant (英文) (in English) (*Mr/Ms) _____
(請用正楷填寫 Please complete in BLOCK letters)
- (b) 住址
Residential Address _____
- (c) *通訊/辦事處地址
*Correspondence/Office Address _____
- (d) 電話號碼 流動電話號碼 辦事處電話號碼
Telephone Number Mobile Telephone Number Office Telephone Number _____
- (e) 電郵地址
Email Address _____
- (f) 職業
Occupation _____

乙部 Part B

營業場所的詳情 Details of Place of Business

- (a) 營業場所的類別
Types of Place of Business
請在下列適當方格內加上「✓」號。 Please put a "✓" in the appropriate box below
- 桌球館牌照 Billiard Establishment Licence
 公眾保齡球場牌照 Public Bowling-Alley Licence
 公眾溜冰場牌照 Public Skating Rink Licence
- (b) 營業場所名稱
Name of Place of Business _____
- (c) 地址
Address _____
- (d) 商業登記證號碼
Business Registration Certificate Number _____
- (e) 擬設置的*桌球枱/保齡球道數目
Number of *billiard tables/bowling lanes to be installed _____
- (f) 請述明營業場所是否位於*商業大廈/住宅大廈/商業住宅兩用大廈/會所大樓/活化工廈內
Please state whether the place of business is located in a *commercial building / residential building / mixed commercial & residential building / club building / revitalized industrial building
- (g) 如營業場所位於商業住宅兩用大廈內，請在下列每項的適當方格內加上「✓」號。
For a place of business located in a mixed commercial & residential building, please put a "✓" in the appropriate box in each of the following items.
- (i) 大廈是否設有商業平台樓層？
Is there any commercial podium floor in the building? 有 Yes 無 No
- (ii) 擬議營業場所是否設有獨立出入口而無須使用上層住宅單位的出入口？
Is there any separate access to the proposed place of business without the need to use the access(es) of the residential flats on the upper floors? 有 Yes 無 No

* 請刪去不適用者 Please delete where appropriate

丙部 Part C

繳費及領取牌照 Payment and Collection of Licence

請在下列適當方格內加上「✓」號。Please put a “✓” in the appropriate box(es) below.

- 親身到康樂及文化事務署總部以現金或支票方式繳費及領取牌照；或
Pay by cash or cheque and collect the licence in person at Leisure and Cultural Services Headquarters; or
- 使用「一般繳款單」繳費（詳細請參閱「申請人須知」）。本組確認申請人完成繳費後，會把牌照：
Make payment with “General Demand Note” (please refer to the “Notes to Applicants” for details). Once the payment is confirmed, The licence will be:
 - 郵寄至申請人的通訊或辦事處地址。
Delivered to the correspondence or office address of the applicant by mail
 - 傳送至申請人的電郵地址。
Sent to the email address of the applicant by email

丁部 Part D

聲明 Declaration

本人謹此聲明，本人已仔細閱讀夾附的「申請人須知」，並同意發牌當局向警方、其他政府部門和機構披露本申請表上所填報的個人資料，以供查核本人是否有刑事記錄及處理本人的遊樂場所牌照申請。本人亦確認，甲部、乙部和夾附的文件上所填報的資料均屬詳盡及正確。本人現根據《公眾衛生及市政條例》(第132章)第92A條的規定，申請乙部所列的其中一種牌照，以便在乙部所述的場所經營有關業務。

I hereby declare that I have read the enclosed “Notes to Applicants” carefully and given my consent for the Licensing Authority to disclose the personal data provided in this form to the Police, other government departments and agencies for checking if I have any criminal record and handling my application for Places of Amusement Licence. I also confirm that the information provided by me in Part A, Part B and the attached documents is complete and true. I hereby apply for one of the licences set out in Part B in respect of my operation of the relevant business at the place described in Part B pursuant to Section 92A of the Public Health and Municipal Services Ordinance (Cap. 132).

申請人簽署
Signature of Applicant

申請日期
Date of Application

RESTRICTED (PERSONAL DATA)

To: Leisure and Cultural Services Department

Address of the Licensed Premises : _____

Type of Licence: _____

I am now *applying for/applying for transfer of a *Billiard Establishment Licence/Public Bowling-Alley Licence/Public Skating Rink Licence in respect of the *Billiard Establishment/Public Bowling-Alley/Public Skating Rink at the above address. I understand that in the course of processing my application for or application for transfer of the licence, you will provide the Police with my personal information for checking whether I have any criminal records. In order not to affect the progress of my application, I agree that you can provide the Police with my personal information for the aforesaid checking purpose. Your prompt action in processing my application is appreciated.

Signature of the Applicant: _____

Name of the Applicant: _____

Identity Card No. : _____

Contact Phone No. : _____

Date: _____

* Please delete as appropriate

康樂及文化事務署
LEISURE AND CULTURAL SERVICES DEPARTMENT

遊樂場所牌照申請表
Application for Places of Amusement Licence

申請人須知 Notes to Applicants

- (1) 有關《個人資料（私隱）條例》（第486章）的須知
Notes Regarding the Personal Data (Privacy) Ordinance (Cap. 486)

(a) 收集資料的目的 Purposes of Collection

經這份申請表填報的個人資料，將由發牌當局用於下列用途：
The personal data provided by means of this form will be used by the Licensing Authority for the following purposes:

- (i) 處理向發牌當局申請簽發遊樂場所牌照的相關事宜；以及
carrying out activities relating to the applications for the grant of Places of Amusement Licence made to the Licensing Authority; and
- (ii) 方便發牌當局職員和其他政府部門的職員與申請人聯絡。
facilitating communication among staff of the Licensing Authority, other government departments and the applicant.

申請人透過本申請表提供個人資料，純屬自願。不過，若申請人未能提供足夠的資料，則發牌當局可能無法處理有關牌照的申請。
The provision of personal data by means of this form is voluntary. However, if the applicant fails to provide sufficient information, the Licensing Authority may not be able to process the application of the licence.

(b) 獲轉授資料的機構的類別 Types of Transferees Receiving the Data

在本申請表填報的資料可能會交給其他政府部門和機構，以達致上文第1(a)段所載的目的。這些個人資料亦會被披露給其他政府部門作執法用途。
The personal data provided in this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1(a) above. The personal data may also be disclosed to other government departments for law enforcement purposes.

(c) 查閱個人資料 Access to Personal Data

根據《個人資料（私隱）條例》（第486章）第18條、第22條及附表1第6原則的規定，申請人有權要求查閱和更改所提供的個人資料。查閱的權利包括有權索取在本申請表內所填報的個人資料副本乙份。
Applicants have the right of access to and correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the personal data provided in this form.

(d) 查詢 Enquiries

如對經由本申請表所收集的個人資料有任何疑問，包括要求查閱和更改資料，可向下述辦事處的主管人員提出。
Enquiries concerning the personal data collected by means of this form, including the seeking of access and making of corrections, should be addressed to the officer-in-charge of the following office:

牌照及檢控小組	Licensing and Prosecution Unit
新界沙田排頭街1-3號康樂及文化事務署總部9樓	9/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories
電話號碼: 2601 8799	Telephone Number: 2601 8799
電郵地址: lpu@lcsd.gov.hk	E-mail Address: lpu@lcsd.gov.hk

- (2) 申請人須年滿十八歲。
The applicant should be aged 18 or above.

- (3) 申請遊樂場所牌照所需文件一覽表
Checklist of Documents Required for Application for Places of Amusement Licence
- (a) 填妥的遊樂場所牌照申請表
A completed Application Form for Places of Amusement Licence
- (b) 申請人的香港身份證或護照副本
A copy of the applicant's Hong Kong Identity Card / Passport
- (c) 有關處所的最終設計圖則（圖則無須標示可移動家具，例如不固定安裝的枱及椅子）一式五份，圖則以十進制單位和不少於1:100的常用比例繪製，並清楚繪示該場所內須領牌的各部分。
Five identical hard copies of the proposed layout plan of the premises (movable furniture, such as non-fixed tables and chairs, are not required to be shown in the plan), drawn in metric units and in scale commonly used of not less than 1:100, showing clearly the various parts of the place for which the licence is required.
- (d) 假如有需要在有關場所安裝通風系統（包括空氣調節系統），申請人須遞交通風系統設計圖則一式三份，圖則盡量按照比例繪畫。
In case that a ventilating system (including an air-conditioning system) is to be installed in the premises, the applicant is required to submit the ventilating system layout plans in triplicate, drawn as nearly as possible to scale.
- (4) 按照《公眾衛生及市政條例》(第132章)第125(8)條的規定，若康樂及文化事務署署長決定拒絕申請人有關批出牌照的申請，必須以書面給予通知。假如申請人對署長的決定感到不滿，可根據該條例第125(9)條的規定，在宣布有關決定的通知書送達申請人後的14天內，向牌照上訴委員會提出上訴。
Pursuant to Section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director of Leisure and Cultural Services shall inform the applicant in writing of any decision made to reject the application for the grant of licence. If the applicant is dissatisfied with the decision made by the Director, he/she may within 14 days after the service on him/her of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with Section 125(9) of the Ordinance.
- (5) 繳費及領取牌照 Payment and Collection of Licence
- (a) 親身到康樂及文化事務署總部以現金或支票方式繳費及領取牌照；或
Pay by cash or cheque and collect the licence in person at Leisure and Cultural Services Headquarters; or
- (b) 使用「一般繳款單」繳費。本組確認申請人完成繳費後，會把牌照郵寄至申請人的通訊或辦事處地址/傳送至申請人的電郵地址。
Make payment with "General Demand Note". The licence will be delivered to the correspondence or office address of the applicant by mail/ sent to the email address of the applicant by email once the payment is confirmed.
- (6) 使用「一般繳款單」繳費方法 Make payment with "General Demand Note"
- (a) 銀行自動櫃員機 By Bank Automated Teller Machine (ATM)
- (b) 「繳費靈」 By "PPS"
- (c) 網上繳款 Through the Internet
- (d) 電話理財 By Phone Banking
- (e) 電子支票支付網站 Through "Pay e-Cheque" portal
- (f) 轉數快 Through the Faster Payment System (FPS)
- (g) 郵寄繳款 By post
- (h) 親身繳費 In person
- (i) 郵政局 At post office
- (ii) 便利店 At convenience store
- 有關詳情，請瀏覽庫務署網站 <http://www.try.gov.hk>。
For details, please visit the Treasury's website <http://www.try.gov.hk>.
- (7) 牌照的生效日期以完成繳付牌照費用的日期為準。
The effective date of the licence refers to the date of successful completion of payment of licence fees.