

- 呈交表格時須附上圖則。
- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- **Submit this form with plans accompanied.**
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致建築事務監督 To the Building Authority

**1 臨時建築物資料**  
**Details of the Temporary Building**

地址 (地區與街道名稱及門牌號數)

Address (number and name of street and locality)

  

地段編號 Lot No.

**2 建築物業主的資料**  
**Details of the Building Owner**

中文姓名 Name in Chinese

ⓘ 姓氏先行 Surname first

英文姓名 Name in English

ⓘ 姓氏先行 Surname first

通訊地址 Correspondence Address

  

身份證明 (任擇其一) Identification (Choose one)

香港身份證號碼:  
HKID No.:

  

護照號碼:  
Passport No.:

商業登記號碼:  
Business Registration No.:

ⓘ 如有多人，請填寫於附加頁。  
For multiple persons, please fill in the additional sheet.

附加頁  張  
Additional  Pages

**3 申請建立臨時建築物的許可證**  
**Application for Permit to Erect a Temporary Building**

本人/我們為建築物的業主，現根據《建築物(規劃)規例》第51條的規定，申請建立臨時建築物的許可證，以便在位於上述地址及地段編號建立臨時建築物(如附圖示)。本人/我們亦向你申請批准上述圖則和同意展開及進行建立臨時建築物的工程。

In accordance with the provisions of regulation 51 of the Building (Planning) Regulations, I/we, being the building owner, hereby apply for permission to erect a temporary building at the above address and Lot No. **as shown in the accompanying plans**. I/we also apply for your approval of the said plans and your consent to the commencement and carrying out of the erection of the said temporary building.

上述建議的臨時建築物所需使用時間：

The proposed temporary building will be required for:

年 year(s) /

個月 month(s)

簽署 Signature

任何失實核證或聲明可引致法律行動。##  
Any false certification or declaration  
may be subject to legal action.##

日期 Date

  

日 dd 月 mm 年 yyyy

## 注意事項

## 任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

## 甲. 個人資料

### 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 處理你在本表格中所呈交的文件之相關事務；
  - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例之相關事務；及
  - (c) 方便屋宇署與你聯絡。

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，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

### 獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

### 索閱個人資料

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分。請附上所有證明文件。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與屋宇署聯絡。

## 丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至屋宇署：

呈交有關勸諭信 / 命令 / 通知 / 指示的表格：  
九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處。

呈交至拓展部有關其他事宜的表格：  
香港太古城太古灣道14號7樓屋宇署收發處。

## 丁. 聯絡資料

屋宇署  
地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部  
電話：2626 1616 (由“1823”接聽)  
傳真：2537 4992  
電郵：enquiry@bd.gov.hk

## Matters to Note

## Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

## A. Personal Data

### Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

### Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

## B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed. Please enclose all supporting documents.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Buildings Department.

## C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to the Buildings Department:

**For submissions relating to advisory letter/order/notice/direction:**  
General Enquiry and Receipt Counter, G/F, Buildings Department  
Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

**For other submissions to the New Buildings Division:**  
Receipt & Despatch Counter, Buildings Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

## D. Contact Details

Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by “1823”)  
Fax No.: 2537 4992  
Email: enquiry@bd.gov.hk

