



康樂及文化事務署
LEISURE AND CULTURAL SERVICES DEPARTMENT
持牌處所改建申請表
Application for Alteration to Licensed Premises

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 申請人資料及持牌處所詳情
Part A Particulars of Applicant and Details of Licensed Premises

- (1) 申請人姓名 (中文) _____ (*先生 / 女士)
Name of Applicant (in Chinese)
(英文) _____
(in English)(*Mr/Ms) _____
(請用正楷填寫 Please complete in BLOCK letters)
- (2) *香港身份證 / 護照號碼
*Hong Kong Identity Card / Passport Number _____
- (3) 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 _____
- (4) 電郵地址
Email Address _____
- (5) 牌照類別 *桌球館 / 公眾保齡球場 / 公眾溜冰場
Type of Licence *Billiard Establishment / Public Bowling-Alley / Public Skating Rink _____
- (6) 持牌處所名稱
Name of Licensed Premises _____
- (7) 持牌處所地址
Address of Licensed Premises _____
- (8) 擬改建項目
Proposed Alteration _____
- (9) 申請理由 Reason(s) for Application
 改善設施
 進行維修
 配合營運需要
 其他(請註明: _____)
 (請於適當的方格內加上「✓」號)
 Facilities improvement
 Maintenance
 Operational needs
 Others (Please specify: _____)
 (Please put a "✓" in the appropriate box)

乙部 繳費
Part B Payment

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

- 親身到康樂及文化事務署總部以現金或支票方式繳費；或
Pay by cash or cheque in person at Leisure and Cultural Services Headquarters; or
- 使用「一般繳款單」繳費（詳情請參閱「申請人須知」）。
Make payment with "General Demand Note" (please refer to the "Notes to Applicants" for details).

本人已閱悉關於在持牌處所改建申請表內填報個人資料的目的說明（載於「申請人須知」），並完全明白其內容。
I have read and fully understood the Statement of Purposes for Collection of Personal Data (at "Notes to Applicants") in connection with Application for Alteration to Licensed Premises.

申請人簽署 Signature of Applicant _____

申請日期 Date of Application _____

* 請刪去不適用者
* Please delete where appropriate

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

持牌處所改建申請表
Application for Alteration to Licensed Premises

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被轉交其他政府部門和機構，以達致上文第1(a)段所載的目的。這些個人資料亦會向其他政府部門披露以作執法用途。

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 the 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 request for access to and correction of the personal data collected by means of this form 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) 申請人須將填妥的持牌處所改建申請表送交康樂及文化事務署。
The applicant shall complete the Application for Alteration to Licensed Premises and submit it to the Leisure and Cultural Services Department.

- (3) 申請表須連同有關處所的擬議設計圖則（圖則無須標示可移動家具，例如不固定安裝的枱及椅子）一式五份一併遞交，否則本署無法處理有關申請。前述圖則須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。
The application must be accompanied by 5 identical hard copies of the proposed layout plans of the premises (Movable furniture, such as non-fixed tables and chairs, are not required to be shown in the plan), otherwise this department is unable to process the application. The aforesaid plans must be drawn in metric unit 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.
- (4) 如牽涉通風系統（包括空氣調節系統）的改動，申請人須安排把通風系統最終安裝在場所內的設計，盡量按照比例繪畫在通風系統設計圖則上，然後把圖則一式三份一併遞交。
In case that a ventilating system (including an air-conditioning system) is to be altered, the applicant is required to submit the ventilating system layout plans in triplicate, drawn as nearly as possible to scale, showing the final layout of the ventilating system to be installed in the place.
- (5) 繳費 Payment
- (a) 親身到康樂及文化事務署總部以現金或支票方式繳費；或
Pay by cash or cheque in person at Leisure and Cultural Services Headquarters; or
- (b) 使用「一般繳款單」繳費。
Make payment with “General Demand Note”.
- (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>.