

為受政府項目收回土地及清拆行動影響的棕地作業提供支援
Assistance to Brownfield Operations affected
by Government's Land Resumption and Clearance Exercises
for Government Projects

查詢表格
Enquiry Form

重要告示 Important Notes

1. 在填寫查詢表前，請先閱讀載於向受政府項目影響的棕地作業提供支援網頁 (https://www.devb.gov.hk/tc/issues_in_focus/assistance_to_brownfield_operators/index.html) 的資料。
Before completing this enquiry form, please read the information available on the webpage of the "Assistance to brownfield operations affected by Government projects" (https://www.devb.gov.hk/en/issues_in_focus/assistance_to_brownfield_operators/index.html).
2. 填妥的查詢表格可以電郵或傳真方式提交。如需提交正本（及其他所需文件），可以郵寄或親身遞交至下述地址。
The completed enquiry form may be submitted via email or fax. For submission of the original copy (including the required documents), please do so either by post or in person to:

九龍 觀塘 觀塘道 388 號	Development Projects Facilitation Office
創紀之城第一期第一座	Development Bureau
二十七樓 2701-03 室	Units 2701-03, 27/F, Tower 1, Millennium City 1,
發展局項目促進辦事處	388 Kwun Tong Road, Kwun Tong, Kowloon.
電郵: dpfo@devb.gov.hk	Email: dpfo@devb.gov.hk
傳真: 2116 0109	Fax: 2116 0109
3. 查詢將由發展局項目促進辦事處(辦事處)轉介或統籌相關決策局/政府部門處理，以協助查詢人有關規劃及/或豁免書申請的前期工作，包括徵詢相關決策局/政府部門要求納入申請文件內的資料及技術評估。在處理查詢時，辦事處及相關決策局/政府部門或會要求查詢人提供或補充其他相關或個人資料。
Enquiries will be referred or processed by the Development Projects Facilitation Office (DPFO) of the Development Bureau (DEVB) in collaboration with the relevant government bureaux / departments (the B/Ds), with a view to assisting the enquirers in the preparation work for planning and/or waiver applications, including consultation with relevant B/Ds for their requirements on the information and technical assessments to be included in the applications. In processing the enquiries, the enquirer may be required to furnish or supplement information including personal information, as may be requested by DPFO of DEVB or relevant B/Ds.
4. 個人資料的聲明 Statement on Personal Data

- (a) 辦事處就是次查詢所收到的個人資料或會交給相關決策局/政府部門及其他人士，或向該等人士作出披露：

The personal data received by DPFO of DEVB in this enquiry may be circulated or disclosed to the B/Ds or other persons –

- 以處理是次查詢，包括但不限於用以核實查詢人是否受有關政府項目收回土地及清拆行動所影響的真正棕地作業經營者、以及提供發展局辦事處及相關決策局/政府部門與查詢人之間的聯絡渠道等；

For the purposes of processing of this enquiry, including but not limited to verifying if the enquirer is genuinely the brownfield business operator affected by the land resumption and clearance exercise of the relevant Government projects; providing communication channel among DPFO of DEVB, the relevant B/Ds and the enquirer, etc.;

- 法律授權或法律規定須披露資料；或
where such disclosure is authorised or required by law; or
- 你曾就披露資料給予訂明同意。
where you have given your prescribed consent to such disclosure.

- (b) 提供個人資料予辦事處純屬自願，但若然你未能提供所要求的個人資料，辦事處及相關決策局/政府部門或不能處理你的查詢。

The provision of personal data to DPFO of DEVB is voluntary. However, if you fail to provide the required personal data, DPFO of DEVB and relevant B/Ds may not be able to process your enquiry.

- (c) 根據《個人資料(私隱)條例》(第 486 章)的規定，查詢人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向辦事處提出有關要求。

The enquirer has a right of access and correction to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for access to and correction of personal data should be addressed to DPFO of DEVB.

5. 任何人在明知或故意的情況下，就這宗查詢在任何要項上提供虛假的陳述或資料，即屬違反《刑事罪行條例》(第 200 章)。

Any person who knowingly or wilfully makes any statement or furnish any information in connection with this enquiry, which is false in any material particular, shall be liable to an offence under the Crimes Ordinance (Cap. 200).

6. 如表格上任何方格的空間不足，請另頁說明。

Please use separate sheets if the space of any box in the form is insufficient.

請在適當的方格內上加上「✓」號 Please insert a “✓” at the appropriate box.

1. 查詢者資料 Particulars of the Enquirer

(a) 查詢人名稱 Name of Enquirer

(b) (身份證明文件 Identity Document / 商業登記證 Business Registration Certificate / 公司註冊證 Certificate of Incorporation)

號碼 Number _____

(先生 Mr. / 夫人 Mrs. / 小姐 Miss / 女士 Ms. / 公司 Company / 機構 Organisation)

(c) 公司名稱(如適用)
Name of company (if applicable)

(d) 通訊地址
Correspondence Address

(e) 電話號碼
Telephone number

(f) 傳真號碼
Fax number

(g) 電郵地址
E-mail Address

(h) 查詢人是否受政府項目影響而需重置的棕地作業經營者?
Is the enquirer a brownfield business operator affected by a Government project necessitating relocation?

是 Yes
(請填妥下列第 3 部分
Please fill in Part 3 below)

否 No
(請提供查詢原因
Please provide the reason(s) for this enquiry)

2. 查詢類別 Enquiry Category

- 重置事宜
relocation matters
- 規劃申請和相關事宜
Planning applications and relevant matters
- 申請豁免書以於私人物業或土地繼續經營現時業務
Application for waiver for continuation of existing operation / business undertaking on private property or land
- 透過局限性招標以短期租約方式承租政府土地
Restricted tender for Government land to be provided by way of short-term tenancy
- 現金補償(包括特惠津貼)
Monetary compensation (including ex-gratia allowance)
- 關乎已提交申請個案的事宜 [有關個案編號碼(選填): _____]
Matters relating to the submitted application
[relevant case reference number (optional): _____]
- 進度
Progress
- 要求與處理有關個案的相關部門職員聯絡
Request to contact the staff of the relevant department handling the case
- 其他 (選填):
Others (optional):
- 其他 Others _____

3. 受政府項目影響的棕地詳情

Particulars of brownfield site affected by Government projects

(a) 影響查詢人業務的政府項目全名 Full Name of the Government project affecting the enquirer's business undertaking		
(b) 業務是否在地政總署所進行的清拆前登記 (又稱凍結登記)已獲記錄 Whether the business undertaking is recorded by pre-clearance survey (also known as freezing survey) conducted by Lands Department and the date(s)		<input type="checkbox"/> 是 Yes (日期 Date _____) <input type="checkbox"/> 否 No
(c) 業務地址／丈量約份及地段號碼 Full address/ Demarcation district and lot number of the business undertaking		
(d) 受影響的棕地作業佔地面積(平方米) Area of the affected brownfield site (m ²)		
(e) 現時用途[建造/物流/運輸/回收/其他(如適用)] Current use(s) on site [construction, logistics, transportation, recycling, others (if applicable)]		
(f) 佔用土地身份 Status of Occupation	<input type="checkbox"/> 業權兼佔用人 Owner-occupier	<input type="checkbox"/> 已夾附業權證明文件 Ownership proof attached
	<input type="checkbox"/> 租客 (包括政府短期租約之租戶) Tenant (including that of Government's short term tenancy)	<input type="checkbox"/> 已夾附租約/租單副本 Copy of tenancy agreement / rental receipts attached
	<input type="checkbox"/> 分租客 Sub-tenant	<input type="checkbox"/> 已夾附租約/租單副本 Copy of tenancy agreement / rental receipts attached
	<input type="checkbox"/> 以上皆不是 (如非法佔用他人或政府土地) None of the above (e.g. illegal occupation on private or Government land)	請註明 please specify

4. [如查詢有關重置及/或申請豁免書事宜] If your enquiry is relating to relocation and/or application for waiver] 擬議重置地點詳情 Particulars of the Proposed Relocation Site(s)	
(a) 詳細地址／丈量約份及地段號碼 Full address/ Demarcation district and lot number	
(b) 法定圖則上現時的土地用途地帶 Current land use zone(s) under statutory plan	
(c) 發展詳情 Details of development:	
<ul style="list-style-type: none"> ● 構築物的數目(面積及用途) number of structures (floor areas and uses) ● 停車位及上落貨泊位的數目 number of parking/loading/unloading spaces ● 通往地盤的車路及地盤的出入行車通道 vehicular access and ingress/egress of the site ● 營運時間 operating hours 	
(d) 擬議佔用土地方式 Proposed Occupation Status	<input type="checkbox"/> 業權兼佔用人 Owner-occupier
	<input type="checkbox"/> 租客 Tenant
	<input type="checkbox"/> 分租客 Sub-tenant
(e) 土地登記冊上所示業權人名稱 Name of Registered Owner shown on the Land Register(s) concerned	
(f) 是否已經獲得註冊業權人的同意(例如已經訂立初步租約協議)經營相關業務 Whether agreement (such as preliminary tenancy agreement) has been obtained from the registered owner the proposed operation / business undertaking.	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 已夾附證明文件(例如租約/租單副本或初稿) Documentary proof (such as copy or draft tenancy agreement / rental receipts attached) <input type="checkbox"/> 否 No

5. 聲明及同意 Declaration and Consent

本人/我們謹此聲明，本人/我們就是次查詢提交的所有資料，據本人/我們所知及所信，均屬真實無誤。

I/We hereby declare that all particulars given in this enquiry are correct and true to the best of my/our knowledge and belief.

本人/我們現同意辦事處向相關決策局/政府部門及其他人士披露本人/我們就此查詢所提交的個人資料以處理是次查詢，包括但不限於用以核實查詢人是否受相關政府項目收回土地及/或清拆行動所影響的真正棕地作業經營者，以及提供辦事處及決策局/政府部門與查詢人之間日後的聯絡渠道。

I/We now give my/our consent to DPFO of DEVB to disclose the personal data submitted in this enquiry to the B/Ds or other persons for the purposes of processing of this enquiry, including but not limited to verifying if the enquirer is the brownfield business operator genuinely affected by Government land resumption and clearance exercises of the relevant Government projects, and providing communication method among DPFO of DEVB, the relevant B/Ds and the enquirer in future.

查詢人/公司授權簽署

Signature of Enquirer/
Authorised Signature of
Company _____

姓名（請以正楷填寫）
Name in Block Letters _____

職位（如適用）
Position (if applicable) _____

名稱及蓋章（如適用） Name and Chop (if applicable) _____

公司 Company / 機構 Organisation

日期 Date _____

(日/月/年 DD/MM/YYYY)

6. 授權 Authorisation [選填 Optional]

本人/我們現授權以下代表以資跟進是次查詢及作我方日後聯絡，並由上述簽署日期起生效。
I/We now authorise the following person / company on our behalf as the contact point for following up this enquiry with effect from the said date.

(身份證明文件 Identity Document / 商業登記證 Business Registration Certificate /
公司註冊證 Certificate of Incorporation)

(a) 號碼 Number

(先生 Mr. / 夫人 Mrs. / 小姐 Miss / 女士 Ms. / 公司 Company / 機構 Organisation)

(b) 名稱 Name

(c) 通訊地址
Correspondence
Address

(d) 電話號碼
Telephone number

(e) 傳真號碼
Fax number

(f) 電郵地址 E-mail Address