

**支援受政府項目收回土地及清拆行動影響的棕地作業**  
**Assistance to Brownfield Operations**  
**Affected by Government's Land Resumption and Clearance**  
**for Government Projects**

**查詢表格**  
**Enquiry Form**

**重要告示 Important Notes**

1. 在填寫表格前，請閱覽網頁“向受政府項目影響的棕地作業提供支援”：  
[https://www.devb.gov.hk/tc/issues\\_in\\_focus/assistance\\_to\\_brownfield\\_operators/index.html](https://www.devb.gov.hk/tc/issues_in_focus/assistance_to_brownfield_operators/index.html)。  
 Before completing this form, please read 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](https://www.devb.gov.hk/en/issues_in_focus/assistance_to_brownfield_operators/index.html).
  
2. 填妥的表格可以電郵或傳真提交。如提交紙本文件，可郵寄或遞交至：  
 The completed form may be submitted via email or fax. For hard copies, please do so by post or in person to:  

九龍 觀塘 觀塘道 388 號 創紀之城第一期第一座 二十七樓 2701-03 室 發展局項目促進辦事處 電郵: <a href="mailto:dpfo@devb.gov.hk">dpfo@devb.gov.hk</a> 傳真: 2116 0109	Development Projects Facilitation Office Development Bureau Units 2701-03, 27/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon. Email: <a href="mailto:dpfo@devb.gov.hk">dpfo@devb.gov.hk</a> Fax: 2116 0109
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3. 查詢將由發展局項目促進辦事處(辦事處)統籌相關決策局/政府部門處理，以協助查詢人有關選址重置及相關規劃及/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。為利便處理，辦事處及相關決策局/政府部門或會要求查詢人進一步提供或補充其他相關(包括個人)資料。  
 Enquiries will be processed by the Development Projects Facilitation Office of the Development Bureau (the DPFO) in collaboration with the relevant government bureaux / departments (the B/Ds), with a view to assisting the enquirers in the preparation work for selection of relocation sites and the related planning and/or waiver applications, including consultation with the B/Ds for their requirements on the information and technical assessments to be included in the applications. To facilitate processing, the enquirer may be requested by the DPFO or B/Ds to furnish or supplement further information (including personal data).

#### 4. 個人資料的聲明 Statement on Personal Data

- (a) 辦事處就是次查詢所收到或將會收到的個人資料，或會交給相關決策局/政府部門及其他人士，或向該等人士披露，包括但不限於在以下情況：

The personal data received or to be received by the DPFO in this enquiry and relevant matters may be circulated or disclosed to the B/Ds or other persons, including but not limited to under the following situations:

- 處理是次查詢及相關事宜，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；或  
For processing this enquiry and relevant matters, including but not limited to verifying if the enquirer is genuinely the brownfield business operator affected by the land resumption and clearance actions of Government projects; providing communication channels among the DPFO, the B/Ds and the enquirer; etc.; or
- 法律授權或法律規定須披露資料。  
where such disclosure is authorised or required by law.

- (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。

Provision of personal data to the DPFO is voluntary. However, if you fail to provide the required personal data, the DPFO and 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，就相關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 this 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) ( <input type="checkbox"/> 身份證明文件 Identity document / <input type="checkbox"/> 商業登記證 Business Registration Certificate / <input type="checkbox"/> 公司註冊證 Certificate of Incorporation)	
號碼 Number _____	
( <input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 夫人 Mrs. / <input type="checkbox"/> 小姐 Miss / <input type="checkbox"/> 女士 Ms. / <input type="checkbox"/> 公司 Company / <input type="checkbox"/> 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	

## 2. 查詢類別 Enquiry Category

- 選擇重置地點和相關事宜 (須填寫第4部份)  
Selection of site for relocation and related matters (Part 4 should be filled in)
- 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 through short-term tenancy
- 現金補償(包括特惠津貼)  
Monetary compensation (including ex-gratia allowance)
- 關乎已提交申請或查詢個案的事宜  
Matters relating to the submitted application or enquiry  
[有關檔案編號碼(選填)/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 handling officer of the relevant department
  - 其他(選填):  
Others (optional):
- 其他 Others \_\_\_\_\_

<b>3. 受政府項目影響的棕地詳情</b> <b>Particulars of brownfield site affected by Government projects</b>		
(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) 業務是否已獲地政總署的清拆前登記 (又稱凍結登記) 所記錄 Whether the business undertaking is recorded by pre-clearance survey (also known as freezing survey) conducted by Lands Department	<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) 受影響面積 (平方米) Area affected (m <sup>2</sup> )		
(e) 受影響地點的現時用途 [建造、物流、運輸、回收、其他(請詳述)] Current use(s) on affected site [construction, logistics, transportation, recycling, others (please state)]		
(f) 查詢人佔用受影響地點的身份 Status of enquirer in occupying the affected site	<input type="checkbox"/> 業權人兼佔用人 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/未獲授權佔用政府/私人土地) None of the above (e.g. illegal / unauthorised occupation of Government / private land)	請詳述 Please give details

#### 4. 擬議重置地點詳情

##### Particulars of the Proposed Relocation Site

[適用於查詢擬議重置地點 Applicable to enquiry on proposed site for relocation]

<p>(a) 地點的詳細地址 (包括丈量約份及地段號碼) Full address (including demarcation district and lot number) of the site</p>	
<p>(b) 地點面積 (平方米) Area of the site (m<sup>2</sup>)</p>	
<p>(c) 地點在法定圖則上的土地用途地帶 Land use zone(s) of the site under statutory plan</p>	
<p>(d) 地點及周邊環境的現時狀況和用途 (例如:空置,有構築物、已鋪地面、農業活動、樹木叢林、綠化土地、河道、魚塘或其他自然棲息地) Existing conditions and uses of the site and the surrounding areas (e.g. vacant, with structures, paved, agricultural activities, wooded, vegetated, streams, ponds or other natural habitats)</p>	
<p>(e) 其他重置詳情 Other details of proposed relocation:</p>	
<p>(i) 地點擬議使用年期 Proposed duration of use of the site</p>	
<p>(ii) 地點上現有/擬建構築物 (包括其數目、樓面面積、最高高度、樓層數目及用途) Existing/proposed structures on the site including their numbers, floor areas, highest building height, number of storeys and uses)</p>	
<p>(iii) 擬議營運時間 Proposed operating hours</p>	
<p>(iv) 地點內擬提供的停車位及上落貨泊位數目及該數目是否足夠使用 (如不足夠,請提供原因及擬議的緩解措施) Proposed number of parking/ loading/unloading spaces to be provided within the site and whether such numbers are considered adequate for the use (if considered inadequate, please provide the reasons and the proposed mitigation measures.)</p>	

<p>(v) 通往地點的車路及出入行車通道資料 (如位置、寬度、轉彎弧度等), 以及相關車路有否足夠空間讓兩輛車輛同時安全通過</p> <p>The vehicular access(es) and ingress/egress point(s) of the site (e.g. location, width and turning radius, etc.), and whether the vehicular access(es) is/are sufficient for two motor vehicles to safely manoeuvre simultaneously</p>	
<p>(vi) 地點毗鄰車路的行車流量 (如未能提供, 請考慮聘請交通顧問或參考以下第4(e)(xi)項的資料)</p> <p>Traffic count of the vehicular access adjacent to the site (if not readily available, please consider engaging traffic consultants or making reference to the information in item 4(e)(xi))</p>	
<p>(vii) 預計進出地點的每種車輛出行數量 (如每日車輛進/出數量、繁忙時段的每小時車輛進/出數量等)</p> <p>Estimated number of each type of motor vehicles accessing the site (e.g. number of motor vehicles accessing the site each day, number of motor vehicles per hour during peak hours, etc.)</p>	
<p>(viii) 預計進出地點的車輛類型 (如私家車或輕型貨車、車輛大小、尺寸等)</p> <p>Types of motor vehicles which would access the site (e.g. private Cars or light goods vehicles, size and dimensions of motor vehicles, etc.)</p>	
<p>(ix) 列出將採取的管理/控制措施以確保車輛不會在地點外排隊而影響交通</p> <p>List the proposed management/ control measures to be implemented to ensure no queuing of motor vehicles outside the site</p>	
<p>(x) 列出將在地點的車輛出入位置提供的保障行人安全設施或措施</p> <p>List the safety facilities or measures to be provided at the vehicular access point(s) of the site for assuring pedestrian safety</p>	
<p>(xi) 提供已獲城市規劃委員會批准的鄰近用地, 以及其車輛進出數量 (如有)</p> <p>Name the adjacent developments which have been approved by the Town Planning Board, and their vehicular trips (if available)</p>	

<p>(xii) 是否位於集水區內 Whether the site is within water gathering ground</p>	
<p>(xiii) 估算平均每日常用水量 Estimated average daily water consumption</p>	
<p>(xiv) 地點與最近的消防栓的距離 Distance between the site and the nearest fire hydrant</p>	
<p>(xv) 是否需要地盤平整或會否影響現有的農業活動、樹木、植被、河道、魚塘或其他自然棲息地 Whether the proposed use(s) require site formation or affect any existing agricultural activities, trees, vegetation, streams, ponds or other natural habitats</p>	
<p>(f) 擬議佔用土地方式 Proposed types of occupation</p>	<input type="checkbox"/> 業權人兼佔用人 Owner-occupier
	<input type="checkbox"/> 租客 Tenant
	<input type="checkbox"/> 分租客 Sub-tenant
<p>(g) 地點在土地登記冊上所示業權人名稱 Name of registered owner of the site shown on the Land Register(s) concerned</p>	
<p>(h) 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</p>	<input type="checkbox"/> 是 Yes <ul style="list-style-type: none"> <li><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)</li> </ul> <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/我們就相關此查詢所提交或將會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 the DPFO to disclose the personal data submitted or to be submitted relevant to 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 channels among the DPFO, B/Ds and 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