

倾卸泥土执照申请表 ( 每辆车辆须领一张执照 )

**APPLICATION FORM FOR DUMPING LICENCES (ONE LICENCE FOR EACH VEHICLE)**

(申请人必须为车辆的登记车主。如登记车主为公司, 申请表须由该公司授权的人士签署及加盖公司印章, 并须在签署下写上签署人全名。) (The applicant should be the registered owner of the vehicle(s). If the registered vehicle owner is a company, the application form must be signed by a person authorized by the company concerned and stamped with the company chop. The signee should put down his full name under his signature.)

**1. 车辆的登记车主现时的个人资料 PRESENT PARTICULARS OF REGISTERED OWNER OF THE VEHICLE(S)**

姓名 / 公司名称 Name:

住址 / 公司地址 Residential / Company address:

联络电话号码 Contact Tel. No.:

电邮地址 Email Address:

车辆登记(车牌)号码:

Vehicle Registration No(s):

(1)	(2)	(3)	(4)	(5)
-----	-----	-----	-----	-----

**2. 申请 APPLICATION**

(请在适当的格内加上「✓」号, 只能从(i)至(iv)选择一项。Please tick the appropriate box and only one item can be selected from (i) to (iv).)

- (i)  本人现为上述车辆各申请 ( 包括新领及续领 ) 一张倾卸泥土执照。  
I hereby apply (including new application and renewal) for a Dumping Licence for each of the above vehicle(s).
- (ii)  本人现为上述车辆更改倾卸泥土执照资料。  
I hereby change the information of the Dumping Licence(s) for the above vehicle(s).
- (iii)  本人现为上述车辆各申请一张倾卸泥土执照复本, 申请的理由是:  
I hereby apply for a duplicate Dumping Licence for each of the above vehicle(s) and the reason(s) is/are:
  - 本人的倾卸泥土执照已遗失。(请提交警署发给的证明文件。)  
My Dumping Licence(s) was/were lost. (Please submit a police report.)
  - 本人的倾卸泥土执照已损毁, 现在交还。  
My Dumping Licence(s) was/were damaged and returned herewith.
- (iv)  本人现为上述车辆申请取消其倾卸泥土执照。(请提交现有倾卸泥土执照的影印本。)  
I hereby apply for cancellation of the Dumping Licence(s) for the above vehicle(s). (Please submit a copy each of the current Dumping Licence(s).)

**3. 声明 DECLARATION**

- (i) 本人现声明, 据本人所知, 以上所填报的资料均属真确及并无遗漏。  
I declare that to the best of my knowledge and belief, the information given above is true, correct and complete.
- (ii) 本人证明附上的车辆登记文件及车辆牌照副本, 是原来文件的真确副本, 该文件在本申请表提交当日仍然有效。  
I certify that the enclosed copies of the Vehicle Registration Document(s) and the Motor Vehicle Licence(s) are true copies of the original documents which are still valid on the date of this application.
- (iii) 本人愿意遵守倾卸泥土执照所规定的各项条件。  
I will abide by all the conditions stipulated in the Dumping Licence(s).

**4. 领取执照 COLLECTION OF LICENCE(S)**

(请在适当的格内加上「✓」号, 只能从(i)至(ii)选择一项。Please tick the appropriate box and only one item can be selected from (i) to (ii).)

本人选择以下的执照形式:

I select the following licence format:

- (i)  电子 (只经电邮发出)  
Electronic (issued by email only)
- (ii)  纸张, 并会以下列方式领取执照:  
Paper, and will collect the licence(s) by the following ways:
  - 邮寄  
Ordinary mail
  - 于右面地点的公众填料接收设施领取:  
Collect at the Public Fill Reception Facility in the location shown at the right side:
    - 将军澳 (Tseung Kwan O)
    - 屯门 (Tuen Mun)
    - 柴湾 (Chai Wan)
    - 梅窝 (Mui Wo)

申请人签署:  
Signature of Applicant:

签署人全名:  
Name of Signee in full:

日期:  
Date:

公司盖印 ( 如适用者 ) Company Chop (if applicable)

此部份由部门人员填写 This part for official use only

收件日期  
Date received

执照号码  
Licence No.

发出日期  
Date Dispatched

## **注意 / Notes :**

- (i) 申请人最早可于现有的倾卸泥土执照届满前一个月份内递交续领申请。  
Application for renewal can be submitted at the earliest in the month before the expiry month of the current Dumping Licence.
- (ii) 每张申请表格最多可办理5辆车辆。填妥的申请表格，须连同有效**车辆登记文件(牌簿)**(登记车主已适当签署及加盖公司印章(如适用者))及**车辆牌照(行车证)**的影印本递交。(请参阅下文的递交方法。)  
Each application form shall cover up to 5 vehicles. The completed application form should be submitted together with a copy each of the valid **Vehicle Registration Documents** (duly signed by the registered owner and stamped with company chop (if applicable)) and the **Motor Vehicle Licences**. (Please see below for the submission methods.)
- (iii) 申请人可为此申请选择电子或纸张形式的执照。发出的电子执照及其打印文本均具有与纸张形式发出的执照相同的效力。如选择电子执照，请确保已提供有效的电邮地址。  
Applicant can select either electronic or paper licence(s) in this application. Electronic licence(s) and their printouts carry the same effect as paper licence(s). If electronic licence(s) are selected, please ensure that a valid email address has been provided.
- (iv) 如申请纸张执照，申请人会经电邮通知(如已提供电邮地址)及普通邮寄收到获发的执照。如申请人未能于选择的公众填料接收设施领取纸张执照，其代领人必须于领取时递交申请人填妥的授权信。(请参阅第6页。)  
If paper licence(s) are selected, the applicant will be notified by email (if an email address is provided) and receive the licence(s) issued by ordinary post. If the applicant selected a Public Fill Reception Facility but he/she is unable to collect the paper licence(s), the authorized collector must submit the authorization letter duly completed by the applicant upon collection. (Please see Page 6.)
- (v) 执照的有效期为36个月。若更改执照资料或申请执照复本，原有的执照有效期则不会改变。执照申请时所提交的资料日后如有任何变动，执照持有人应立即递交已填妥的申请表格，以通知填料管理部总工程师。  
The validity period of licences is 36 months. For application for changing information of licence or duplicated licence, the original validity period remains unchanged. Should there be any subsequent changes to the information provided at application, the licensee shall immediately inform the Chief Engineer / Fill Management by submitting the completed application form.
- (vi) 由收到整份申请(并须符合所有申请要求)起计，本署会在一个工作日内发出电子执照或两个工作日内发出纸张执照。  
Upon receipt of the complete application which has also satisfied all the application requirements, we will issue the electronic licence(s) within 1 working day or the paper licence(s) within 2 working days.

**倾卸泥土执照申请表格可以用下列方法递交：**

**Application Form for Dumping Licence(s) can be submitted in the following ways:**

- (一) 邮寄 – 香港九龙何文田公主道 101 号土木工程拓展署大楼五楼土木工程拓展署填料管理部；  
By post – Fill Management Division of Civil Engineering and Development Department, 5/F, Civil Engineering and Development Building, 101 Princess Margaret Road, Homantin, Kowloon, Hong Kong;
- (二) 传真 – 传真号码：**(852) 2714 9481**；  
By fax – Fax No. : **(852) 2714 9481**;
- (三) 电邮 – 电邮地址：[dumpinglicence@cedd.gov.hk](mailto:dumpinglicence@cedd.gov.hk)；  
By email – email address : [dumpinglicence@cedd.gov.hk](mailto:dumpinglicence@cedd.gov.hk);
- (四) 于开放时间递交到任何一个公众填料接收设施。  
To any one of the Public Fill Reception Facilities during opening hours.

如有任何查询，请致电土木工程拓展署的建筑废物处置设施服务热线：(852) 2246 8220。

For enquiry, please contact the Construction Waste Disposal Facilities Hotline of the Civil Engineering and Development Department at (852) 2246 8220.

## 倾卸泥土执照所规定的各项条件

### The conditions as stipulated in the Dumping Licence

1. 此执照不得转让。  
This licence is not transferable.
2. 执照持有人或泥头车司机须携带执照，并应填土督导员的要求出示执照。  
The licence must be carried by the licensee/lorry driver and produced to the Filling Supervisor on demand.
3. 香港特别行政区政府不须对执照持有人或其雇员或执照持有人雇用的车辆在公众填料接收设施遇到的任何意外负责。执照持有人应确保在公众填料接收设施倾卸惰性建筑废物时采取所有安全措施。  
The licence is issued on the express understanding that the Government of the Hong Kong Special Administrative Region accepts no responsibility for any accident which may befall the licensee or the staff or vehicles employed by the licensee at public fill reception facilities. The licensee shall ensure that every safety precaution is taken when operating at public fill reception facilities.
4. 执照持有人须负责因在进行执照许可的公众填土活动时导致损毁而引致的任何所需维修费用。执照持有人亦须负责因不符合执照条件的行为而导致环境污染所引致的缓减措施及有可能须承担的法律费用。  
The licensee will be responsible for the cost of any repairs necessary as a result of damage caused by the licensee in the course of public filling allowed under this licence. The licensee will also be responsible for the remedial measure and may be subject to the legal charges as a result of environmental pollution caused by such acts which do not comply with the conditions of the licence.
5. 执照持有人可根据土木工程拓展署网页及在个别公众填料接收设施张贴的日期及时间进行公众填土活动。  
Public filling operation may be carried out on the days and between the hours as detailed in Civil Engineering and Development Department's website and posted at individual public fill reception facility.
6. 执照持有人可根据本执照在公众填料接收设施倾卸惰性建筑废物如下列物料：  
The following inert construction waste may be disposed of at public fill reception facilities under this licence:  
(a) 土、泥和沙； (b) 瓦砾、砖和瓦； (c) 石块、大石、混凝土、沥青和砌石； 及 (d) 经使用的膨润土。  
(a) earth, soil and sand ; (b) rubble, brick and tile ; (c) rock, boulder, concrete, asphalt and masonry ; and (d) used bentonite.  
上述物料不得含有海泥、塘泥、家居垃圾、塑胶、金属、工业和化学废料、动植物及填土督导员认为不适合的其他物料。如物料尺码基于安全理由不宜倾卸到趸船，执照持有人或其授权的泥头车司机应依从填土督导员指示将该等物料运送到其他适当的公众填料接收设施倾卸。  
The materials shall be free from marine mud, pond mud, household refuse, plastic, metal, industrial and chemical waste, animal and vegetable matter, and other material considered unsuitable by the Filling Supervisor. For materials with size not suitable for disposal into a barge for safety reasons, the licensee or his/her authorized lorry driver shall unloaded the material to other appropriate public fill reception facility according to the instructions given by the Filling Supervisor.
7. 执照持有人或其授权的泥头车司机应依从填土督导员在公众填料接收设施范围及轮候处所作的的所有指示。执照持有人或其授权的泥头车司机应在填土督导员指示的地点及按其指示方法倾卸惰性建筑废物。  
The licensee or his/her authorized lorry driver shall abide by all instructions given by the Filling Supervisor within the area of the public fill reception facility or queuing area. The inert construction waste shall be unloaded at the location and in the manner instructed by the Filling Supervisor.
8. 执照持有人或其授权的泥头车司机须应填土督导员的要求报告有关物料的来源。  
The licensee or his/her authorized lorry driver shall report the source of material when required by the Filling Supervisor.
9. 填土督导员可以替泥头车及其物料拍摄相片或进行录像纪录。  
The Filling Supervisors may take photograph or video record of the dump truck and the materials thereon.
10. 执照持有人或其授权的泥头车司机须确保在离开公众填料接收设施前在公众填料接收设施有的车轮清洗设施洗净其泥头车的车轮。  
The licensee or his/her authorized lorry driver shall ensure that the wheels of his/her lorry are cleaned at the wheel washing facilities provided at the public fill reception facility before leaving the public fill reception facility.
11. 执照持有人或其授权的泥头车司机应小心避免泥头车的物料掉在公路上。  
Care shall be taken to prevent any material being dropped from lorries onto public roads.
12. 执照持有人或其授权的泥头车司机须确保以合适的方法(如机动盖掩或帆布)妥善覆盖泥头车盛载的物料，直至抵达检查站或接收处。  
The licensee or his/her authorized lorry driver shall ensure that the material being carried by his/her lorry is well covered with suitable means such as power-operated cover or tarpaulin until reaching the inspection platform/reception office.

13. 除了进行公众填土活动，公众填料接收设施范围及轮候处均不准停泊，有关车辆会被拖走而毋须通知。  
No parking is allowed within the area of the public fill reception facility or queuing area apart from carrying out the public filling operation. The truck will be towed away without notice.
14. 违犯上述条件会导致当局发出取消信撤销有关执照，并可能会采取法律行动。  
Non-compliance with these conditions will entail withdrawal of the licence with the issue of cancellation letter and may result in legal action being taken.
15. 如公众填料接收设施工作人员发现有不符合倾卸泥土执照规定的情况，填料管理部总工程师或获授权人员会向有关的倾卸泥土执照持有人发警告信。填料管理部会在以下两种情况下取消倾卸泥土执照：  
If any non-compliance of Dumping Licence conditions is found in the public fill reception facilities, Chief Engineer/Fill Management or the delegates will issue a warning letter to the respective licensee. A Dumping Licence will be cancelled by the Fill Management Division under the following two situations:
- (a) 如执照持有人已接获警告信，而该执照持有人或其获授权的泥头车司机在六个月内再次违反任何有必要发出书面警告的规定，填料管理部总工程师或获授权人员会取消有关的倾卸泥土执照；或
  - (a) If a licensee has already received a warning letter and, within six months, the licensee or his/her authorized lorry driver repeats any non-compliance that warrants another written warning, Chief Engineer/Fill Management will cancel the respective Dumping Licence; or
  - (b) 如执照持有人或其获授权的泥头车司机违反倾卸泥土执照的规定，而填料管理部总工程师又认为违规行为严重，填料管理部总工程师或获授权人员可取消其倾卸泥土执照而毋须发警告信。严重违规的例子包括危害人身安全的事件、倾卸一些故意以适当物料覆盖的有毒废料或不适当物料。
  - (b) If a licensee or his/her authorized lorry driver violates any Dumping Licence condition and such act is considered to be a serious non-compliance by the Chief Engineer/Fill Management, Chief Engineer/Fill Management will cancel the Dumping Licence without giving any warning letter. Examples include any non-compliance which endangers the safety of personnel, disposal of hazardous waste or disposal of unsuitable materials which are intentionally covered up by suitable materials.
16. 如任何人不同意警告信或取消信所提的指控，应在警告信或取消信发出日期起计的21天内(包括公众假期)以书面向填料管理部总工程师提出。  
Any person who does not agree with the charge stated in the warning letter or cancellation letter should write to the Chief Engineer/Fill Management within 21 days (including general holidays) from the date of issue of the warning letter or cancellation letter.
17. 取消倾卸泥土执照为期六个月。重新的申请可于六个月期届满前的三个星期提交。如新的申请合乎规定，新的倾卸泥土执照会于六个月期届满前三天寄交申请人。  
Cancellation of Dumping Licence will be valid for six months. Fresh application can be submitted three weeks in advance of the expiry date of the six-month period. If the new application is in order, a new Dumping Licence will be sent to the applicant three days in advance of the expiry date of the six-month period.
18. 当局有权在有效期届满前随时取消本执照及/或关闭任何公众填料接收设施而毋须事先通知或提供替代的公众填料接收设施。  
The right is reserved to cancel this licence at any time before the date of expiry and/or to close any public fill reception facility without prior notice and without provision of an alternative public fill reception facility.
19. 如果基于任何原因，倾卸泥土执照被取消、终止或注消，执照持有人须在填土管理部总工程师的要求下，交出该倾卸泥土执照的正本。  
In case the Dumping Licence is revoked, terminated or cancelled for whatever reason, the Licensee shall forthwith surrender the original Licence to Chief Engineer/Fill Management on demand.
20. 执照申请时所提交的资料日后如有任何变动，执照持有人应立即递交已填妥的申请表格，以通知填料管理部总工程师。  
Should there be any subsequent changes to the information provided, the licensee shall immediately inform the Chief Engineer/Fill Management by submitting the completed application form.

注：本执照的各项条件在有需要时将作改动，并以本执照签发部门所公布的最新版本为准。

Note: Conditions of this Licence shall be modified whenever necessary. Please refer to the most updated version promulgated by the Licence issuing Division.

如有任何查询，请致电土木工程拓展署的建筑废物处置设施服务热线：(852) 2246 8220。

For enquiry, please contact the Construction Waste Disposal Facilities Hotline of the Civil Engineering and Development Department at (852) 2246 8220.

## 个人资料收集声明

1. 申请人在这表格上所提供的个人资料，土木工程拓展署将用于下列用途：
  - (a) 有关处理申请人申请倾卸泥土执照的工作；
  - (b) 有关公众填土事项的活动；
  - (c) 为每日公众填料接收设施的运作，进行有效倾卸泥土执照持有人的登记工作；
  - (d) 根据土地(杂项条文)条例(第28章)第5条，保存倾卸泥土执照资料的记录；及
  - (e) 有助土木工程拓展署与申请人之间的联络。
2. 申请人必须提供这表格所需的个人资料；若你未能提供所需资料，你的申请可能不获处理。
3. 申请人在这表格上所提供的个人资料，可能会向下列人士／部门披露：
  - (a) 涉及上述第1段提及的事项的政府其他决策局和部门；及
  - (b) 负责管理公众填料接收设施的顾问公司，以及其他涉及上述第1(b)及(c)段提及的事项的人士。
4. 申请人有权根据《个人资料(私隐)条例》，要求查阅或修改这表格上所提供的个人资料；查阅这些资料的权利，包括可索取这份表格所提供的个人资料副本。有关要求可以书面形式，去信向下列人员查询：

香港九龙何文田  
公主道101号  
土木工程拓展署大楼  
土木工程拓展署  
土木工程拓展署署长  
(经办人：副主任秘书/总务)

电话：(852)2838 3111 传真：(852)2714 0140

### Personal Information Collection Statement

1. The personal data provided by means of this form will be used by the Civil Engineering and Development Department for the following purposes:
  - (a) activities relating to the processing of the application for Dumping Licence(s);
  - (b) activities relating to public filling matters;
  - (c) maintenance of a register of holders of valid Dumping Licences for daily operations of public fill reception facilities;
  - (d) maintenance of a record of particulars of Dumping Licences under Section 5 of the Land (Miscellaneous Provisions) Ordinance (Cap. 28); and
  - (e) facilitating communication between the Department and the applicant.
2. The applicant should supply the personal data as required by this form. If the applicant does not supply the required data, the Department may not be able to process the application.
3. For the purposes mentioned in paragraph 1 above, the personal data provided by this form may be disclosed to:
  - (a) other government bureaux and departments; and
  - (b) consultants who operate public fill reception facilities and any other persons (paragraphs 1(b) and (c) above).
4. The applicant has the right to request access to or correction of personal data provided on this form in accordance with the Personal Data (Privacy) Ordinance. The applicant's right of access includes the right to obtain a copy of his/her personal data provided by this form. Such requests may be made in writing to:

Director of Civil Engineering and Development  
(Attn: Deputy Departmental Secretary / General)  
Civil Engineering and Development Department  
Civil Engineering and Development Building  
101 Princess Margaret Road  
Homantin, Kowloon  
Hong Kong

Tel. : (852)2838 3111 Fax. : (852)2714 0140

## 领取倾卸泥土执照授权信

如申请人未能亲临所选择的公众填料接收设施领取倾卸泥土执照，可授权其他人士代为领取。但代领人必须于领取时递交以下填妥的授权信。

本人现授权 \_\_\_\_\_ (代领人的姓名) 香港身分证号码 \_\_\_\_\_，  
代为领取车牌号码 (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_  
的倾卸泥土执照。

申请人签署：\_\_\_\_\_

申请人姓名：\_\_\_\_\_

日期：\_\_\_\_\_

公司盖章  
(如适用)

### 个人资料收集声明

1. 在这授权信所提供的个人资料，土木工程拓展署将用于处理有关领取倾卸泥土执照的工作。这是为保障申请人的利益及防止未授权人士领取倾卸泥土执照。
2. 申请人必须提供所需的资料，否则代领人将不获接受领取倾卸泥土执照。
3. 申请人所提供的个人资料，土木工程拓展署可能会向涉及倾卸泥土执照有关工作的政府其他决策局和部门披露。
4. 申请人有权根据《个人资料(私隐)条例》，要求查阅或修改这授权信上提供的个人资料；查阅这些资料的权利，包括可索取这授权信所提供的个人资料副本。有关要求可以书面形式，去信向下列人员查询：

香港九龙何文田  
公主道101号  
土木工程拓展署大楼  
土木工程拓展署  
土木工程拓展署署长  
(经办人：副主任秘书/总务)

电话：(852)2838 3111 传真：(852)2714 0140

---

### Authorization Letter for Collection of Dumping Licence(s)

If the applicant is unable to collect the Dumping Licence(s) in person at the selected public fill reception facility, he/she can authorize another person to collect the licence. The authorized collector must submit the duly completed Authorization Letter below.

I hereby authorize \_\_\_\_\_ (name of the collector) holder of Hong Kong Identity Card No. \_\_\_\_\_ to collect the Dumping Licence(s) of Vehicle No(s).  
(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_.

Applicant's signature : \_\_\_\_\_

Applicant's full name : \_\_\_\_\_

Date : \_\_\_\_\_

Company Chop  
(if applicable)

### Personal Information Collection Statement

1. The personal data provided in this Authorization Letter will be used by the Civil Engineering and Development Department for processing the collection of Dumping Licence(s). It is to protect the applicant's interest and prevent unauthorized collection of Dumping Licence(s).
2. The applicant should supply the personal data as required in this Authorization Letter. If the applicant does not supply the required data, the collector will not be accepted to collect the applicant's Dumping Licence(s).
3. The Civil Engineering and Development Department may disclose the personal data provided in this Authorization Letter to other government bureaux and departments related to the work of Dumping Licence(s).
4. The applicant has the right to request access to or correction of personal data provided in this Authorization Letter in accordance with the Personal Data (Privacy) Ordinance. The applicant's right of access includes the right to obtain a copy of his/her personal data provided by this form. Such requests may be made in writing to:

Director of Civil Engineering and Development  
(Attn: Deputy Departmental Secretary / General)  
Civil Engineering and Development Department  
Civil Engineering and Development Building  
101 Princess Margaret Road  
Homantin, Kowloon  
Hong Kong

Tel. : (852)2838 3111 Fax. : (852)2714 0140