



土木工程拓展署 土力工程處  
Geotechnical Engineering Office  
Civil Engineering and  
Development Department

**Application Form –  
Public Works Laboratories Automated Testing Building Open Day**

Please read the Notes on Application and Personal Data Collection Statement before filling in this form.

DETAILS OF VISIT			
Date of Visit: <u>20 April 2024</u>			
Time of Visit: <u>14:00 – 16:00</u>			
PARTICULARS OF APPLICANT			
Name of Applicant:		Gender <sup>#</sup> :	<input type="checkbox"/> Male <input type="checkbox"/> Female
Age of Applicant:	<input type="checkbox"/> 18 or above	Tel. No.:	
Email Address:			
No. of Visitors <sup>#</sup> : (Including the Applicant)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
PARTICULARS OF PARTICIPANTS (EXCLUDING APPLICANT)			
Name of Participant:	Age of Participant <sup>^</sup> :		
Remarks			

I have read and agree the Notes on Application and Personal Data Collection Statement and I also declare that all information on this form is correct.

Please send the completed Application Form via email to [pwl\\_openday2024@cedd.gov.hk](mailto:pwl_openday2024@cedd.gov.hk) by **5 April 2024**. For enquiries, please contact our staff at 3428 3856.

*# Please put a "✓" on the box provided as appropriate.*

*^ Participant must be 8 years old or above on the activity day. Participant who is 8-15 years old must be accompanied by a parent / guardian aged 18 or above. If the participant is 18 years old or above, please state adult in the form.*

# Application Procedures, Notes on Application and Personal

## Data Collection Statement

### Application Procedures

1. Please submit your completed Application Form by e-mail to [pwl\\_openday2024@cedd.gov.hk](mailto:pwl_openday2024@cedd.gov.hk). The application will be handled on a first-come-first-served basis.
2. Upon receipt of the application, an email confirmation will be issued to the applicant. Both the successful and unsuccessful applicants will be notified of the application result via email.
3. For enquiries, please contact our staff at 3428 3856 or [pwl\\_openday2024@cedd.gov.hk](mailto:pwl_openday2024@cedd.gov.hk).

### Notes on Application

#### A. Age and Number of Participants

1. Participants must be of 8 years old or above on the date of visit. Children under 15 years old will only be allowed to participate in the visit when accompanied by an adult (i.e. 18 years old or above). Each adult is allowed to bring up to 2 children below the age of 15.
2. The maximum number of participants, including the applicant, under each application is 4. The number of participants submitted in an application could not be altered upon submission.

#### B. Medium of Instruction

1. Normally Cantonese will be used as the medium of instruction during the visit.

#### C. Arrangements under Adverse Weather Conditions

1. The event will be cancelled if Tropical Cyclone Warning Signal No.8 or above; or Red/Black Rainstorm Warning Signal; or the "extreme conditions" announced by the Government is in force within 3 hours before the commencement of the event or during the event.
2. The event will continue if Tropical Cyclone Warning Signal No.3; or Amber Rainstorm Warning Signal is in force during the event.

Outdoor activities may be suspended subject to the weather conditions. Any changes in the visiting arrangements will be announced on site.

#### D. Measures for Health and Hygiene

##### General

1. Do not drink or eat during the visit.
2. Please keep the venue clean and do not litter or spit.
3. Smoking is not allowed.
4. If you feel unwell or need assistance during the visit, please notify CEDD staff immediately.

#### E. Personal Safety

1. Participants are advised to wear flat-bottom walking shoes or trainers.
2. Participants must follow the instructions of CEDD staff and stay within the designated areas throughout the visit.
3. Participants should not run, play, make noise or climb on railings or fences.
4. Participants must not touch any electromechanical facilities.
5. In case of fire or sudden bad weather, participants should keep calm and follow the instructions of CEDD staff to evacuate and/or take shelter in a safe place.
6. If the participants' behavior causes nuisance to others, CEDD staff has the right to ask the relevant participant(s) to leave the venue immediately.

#### F. Others

1. The participants shall take care of their personal belongings.
2. During the event, video and photos may be taken for our record and promotion for future activities.

3. CEDD reserves the right, with advance notice given, to cancel any scheduled visit.
4. If the applicant could not attend the visit, he/she should notify CEDD at least 3 working days prior to the date of visit by e-mail to [pwl\\_openday2024@cedd.gov.hk](mailto:pwl_openday2024@cedd.gov.hk). If the applicant does not show up on the date of visit without prior notice, CEDD reserves the right to refuse him/her from participating in other visits to be held by the CEDD in future.

## Personal Data Collection Statement

1. Purpose of Collection

The personal data provided by means of the Application Form will only be used for processing the application, including contacting the applicants when necessary, for visit to the Open Day of Public Works Laboratories.

2. Classes of Transferees

The personal data you provide by means of the Application Form may be disclosed to other government bureaux and departments, and other organisations commissioned by or agents engaged by CEDD for the purposes mentioned in paragraph 1 above.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in the Application Form subject to payment of a fee.

4. Enquiries

For enquiries concerning the personal data collected by means of the Application Form, including the making of access and corrections, please contact us at 3428 3856 or via e-mail to [pwl\\_openday2024@cedd.gov.hk](mailto:pwl_openday2024@cedd.gov.hk) (Address: Laboratory 3, Public Works Laboratories, Geotechnical Engineering Office, Civil Engineering and Development Department, Public Works Central Laboratory Building, 2B Cheung Yip Street, Kowloon Bay).