

**傾卸泥土執照申請表格 (每輛車輛須領一張執照)**  
**APPLICATION FORM FOR DUMPING LICENCE (ONE LICENCE FOR EACH VEHICLE)**

(申請人必須為車輛的登記車主。如以公司為登記車主，須由該公司所指定的授權人士簽署及加蓋公司印章，並須在簽署下寫上簽署人全名。)(The applicant should be the registered owner of the vehicle(s). If the registered vehicle owner is a company, it 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. 車輛的登記車主現時的個人資料 PRESENT PARTICULARS OF REGISTERED OWNER OF THE VEHICLE(S)**

姓名 / 公司名稱 Name:

聯絡電話號碼 Contact Tel. No.:

住址 / 公司地址 Residential / Company address:

電郵地址 Email Address:

車輛登記(車牌)號碼: Vehicle Registration No(s):	(1)	(2)	(3)	(4)	(5)
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**2. 申請 APPLICATION**

(請在適當的格內加上「✓」號，只能從(i)至(iii)選擇一項。Please tick the appropriate box and only one item can be selected from (i) to (iii).)

- (i)  本人現為上述車輛各申請 (包括新領及續領) 一張傾卸泥土執照。  
I hereby apply (including new application and renewal) for a Dumping Licence for each of the above vehicle(s).
- (ii)  本人現為上述車輛更改傾卸泥土執照資料。  
I hereby change the information of the Dumping Licence(s) for the above vehicle(s).
- (iii)  本人現為上述車輛各申請一張傾卸泥土執照複本，申請的理由是：  
I hereby apply for a duplicate Dumping Licence for each of the above vehicle(s) and the reason(s) is/are:
- 本人的傾卸泥土執照已遺失。(請提交警署發給的證明文件。)  
My Dumping Licence(s) was/were lost. (Please submit a police report.)
- 本人的傾卸泥土執照已損毀，現在交還。  
My Dumping Licence(s) was/were damaged and returned herewith.

**3. 聲明 DECLARATION**

- (i) 本人現聲明，據本人所知，以上所填報的資料均屬真確及並無遺漏。  
I declare that to the best of my knowledge and belief, the information given above is true, correct and complete.
- (ii) 本人證明附上的車輛登記文件及車輛牌照副本，是原來文件的真確副本，該文件在本申請表格提交當日仍然有效。  
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) 本人願意遵守傾卸泥土執照所規定的各項條件。  
I will abide by all the conditions stipulated in the Dumping Licence.

**4. 領取執照 COLLECTION OF LICENCE (請在適當的格內加上「✓」號。Please tick the appropriate box.)**

本人希望以下列方式領取傾卸泥土執照 / I would like to collect the Dumping Licence(s) by the following approach:

- 郵寄 Ordinary mail       於土木工程拓展署大樓領取 Collect at Civil Engineering and Development Building       於右面地點的公眾填料接收設施領取 Collect at the Public Fill Reception Facility in the location shown at the right side:       將軍澳(Tseung Kwan O)       屯門(Tuen Mun)       柴灣(Chai Wan)       梅窩(Mui Wo)

申請人簽署 Signature of Applicant: \_\_\_\_\_

簽署人全名 Name of Signee in full: \_\_\_\_\_

日期 Date: \_\_\_\_\_

公司蓋印 (如適用者)  
Company Chop (if applicable)

**注意 / Notes:**

- (i) 申請人最早可於現有的傾卸泥土執照屆滿月前一個月份內遞交續領申請。  
Application for renewal can be submitted at the earliest in the month before the expiry month of the current Dumping Licence.
- (ii) 每張申請表格最多可辦理5輛車輛。填妥的申請表格，須連同有效車輛登記文件(牌簿)(登記車主已適當簽署及加蓋公司印章(如適用者))及車輛牌照(行車証)的影印本遞交。(請參閱下頁遞交方法)  
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 overleaf for the submission methods.)
- (iii) 申請人會經電郵通知(如已提供電郵地址)及普通郵寄收到獲發的執照。如申請人選擇但未能親身於土木工程拓展署大樓/公眾填料接收設施領取執照，其代領人必須於領取時遞交申請人填妥的授權信。(請參閱第六頁。)  
The applicant will be notified by email (if an email address provided) and receive the licence(s) issued by ordinary post. If the applicant selected but is unable to collect the licence(s) in person at the Civil Engineering and Development Building/ Public Fill Reception Facility, the authorized collector must submit the authorization letter duly completed by the applicant upon collection. (Please see Page 6.)
- (iv) 執照的有效期為36個月。若更改執照資料或申請執照複本，原有的執照有效期則不會改變。執照申請時所提交的資料日後如有任何變動，執照持有人應立即書面通知填料管理部總工程師。  
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, the licensee shall immediately inform the Chief Engineer / Fill Management in writing.
- (v) 由收到整份申請(並須符合所有申請要求)起計，在三個工作日內，本署便會發出傾卸泥土執照。但如申請人選擇親自到土木工程拓展署填料管理部辦理，將可縮短至半天內領取執照。(有關細節及辦公時段請參閱下頁。)  
Upon receipt of the complete application which has also satisfied all the application requirements, we will issue the Dumping Licence(s) within 3 working days. If the applicant selects to collect in person at Fill Management Division, Civil Engineering and Development Department, the licence(s) can be collected within half day. (Please see overleaf for details and office time slots.)

此部份由部門人員填寫 This part for official use only

收件日期  
Date received

執照號碼  
Licence No.

發出日期  
Date Dispatched

● 傾卸泥土執照申請表格可以用下列方法遞交：

- (一) 郵寄 – 香港九龍何文田公主道 101 號土木工程拓展署大樓五樓，土木工程拓展署填料管理部；
- (二) 傳真 – 傳真號碼：2714 9481；
- (三) 電郵 – 電郵地址：[dumpinglicence@cedd.gov.hk](mailto:dumpinglicence@cedd.gov.hk)；
- (四) 於辦公時間親自遞交到土木工程拓展署填料管理部 – 辦公時間為星期一至五 (不包括冬節、聖誕節前夕、農曆年大除夕及公眾假期)，上午 9:00 至下午 12:30 及下午 1:30 至下午 5:15；以及
- (五) 於辦公時間親自遞交到任何一個公眾填料接收設施。

● 親身到土木工程拓展署填料管理部領取執照的辦公時段如下：

傳真、電郵或親身遞交時間	親身領取執照的辦公時段
上午 9:00 至 上午 10:00	中午 12:00
上午 10:00 至 上午 11:30	下午 3:00
上午 11:30 至 下午 12:30 及 下午 1:30 至 下午 3:00	下午 5:00
下午 3:00 至 下午 4:30	下一個工作日上午 10:00
下午 4:30 至 下午 5:15	下一個工作日中午 12:00

如有任何查詢，請致電本署的建築廢物處置設施服務熱線 (2246 8220)。

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

- (1) 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;
- (2) By fax – Fax No.: **2714 9481**;
- (3) By email – email address : [dumpinglicence@cedd.gov.hk](mailto:dumpinglicence@cedd.gov.hk);
- (4) In person to Fill Management Division of Civil Engineering and Development Department during office hours – the office hours are from Monday to Friday (**excluding Chinese Winter Solstice Festival, Christmas Eve, Lunar New Year's Eve and General Holidays**) 9:00 am to 12:30 pm and 1:30 pm to 5:15 pm; and
- (5) In person to any one of the Public Fill Reception Facilities during office hours.

● **In-person collection of the licence(s) at Fill Management Division, Civil Engineering and Development Department during the office time slots listed below:**

Time of submission by fax, email or in-person	Time slots for collection in person
9:00 am to 10:00 am	12:00 noon
10:00 am to 11:30 am	3:00 pm
11:30 am to 12:30 pm and 1:30 pm to 3:00 pm	5:00 pm
3:00 pm to 4:30 pm	10:00 am in the following working day
4:30 pm to 5:15 pm	12:00 noon in the following working day

For enquiry, please contact our Construction Waste Disposal Facilities Hotline (2246 8220).

## 傾卸泥土執照所規定的各項條件

### The conditions as stipulated in the Dumping Licence

1. 此執照不得轉讓。  
This licence is not transferable.
2. 執照持有人或泥頭車司機須攜帶執照，並應填土督導員的要求出示執照。  
The licence must be carried by the licensee/lorry driver and produced to the Filling Supervisor on demand.
3. 香港特別行政區政府不須對執照持有人或其僱員或執照持有人僱用的車輛在公眾填料接收設施遇到的任何意外負責。執照持有人應確保在公眾填料接收設施傾卸惰性建築廢物時採取所有安全措施。  
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. 執照持有人須負責因在進行執照許可的公眾填土活動時導致損毀而引致的任何所需維修費用。執照持有人亦須負責因不符合執照條件的行為而導致環境污染所引致的緩減措施及有可能須承擔的法律費用。  
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. 執照持有人可根據土木工程拓展署網頁及在個別公眾填料接收設施張貼的日期及時間進行公眾填土活動。  
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. 執照持有人可根據本執照在公眾填料接收設施傾卸惰性建築廢物如下列物料：  
The following inert construction waste may be disposed of at public fill reception facilities under this licence:  
(a) 土、泥和沙；(b) 瓦礫、磚和瓦；(c) 石塊、大石、混凝土、瀝青和砌石；及(d) 經使用的膨潤土。  
(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、塑膠、金屬、工業和化學廢料、動植物及填土督導員認為不適合的其他物料。如物料尺碼基於安全理由不宜傾卸到躉船，執照持有人或其授權的泥頭車司機應依從填土督導員指示將該等物料運送到其他適當的公眾填料接收設施傾卸。  
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. 執照持有人或其授權的泥頭車司機應依從填土督導員在公眾填料接收設施範圍及輪候處所作的的所有指示。執照持有人或其授權的泥頭車司機應在填土督導員指示的地點及按其指示方法傾卸惰性建築廢物。  
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. 執照持有人或其授權的泥頭車司機須應填土督導員的要求報告有關物料的來源。  
The licensee or his/her authorized lorry driver shall report the source of material when required by the Filling Supervisor.
9. 填土督導員可以替泥頭車及其物料拍攝相片或進行錄像紀錄。  
The Filling Supervisors may take photograph or video record of the dump truck and the materials thereon.
10. 執照持有人或其授權的泥頭車司機須確保在離開公眾填料接收設施前在公眾填料接收設施設有的車輪清洗設施潔淨其泥頭車的車輪。  
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. 執照持有人或其授權的泥頭車司機應小心避免泥頭車的物料掉在公路上。  
Care shall be taken to prevent any material being dropped from lorries onto public roads.
12. 執照持有人或其授權的泥頭車司機須確保以合適的方法(如機動蓋掩或帆布)妥善覆蓋泥頭車盛載的物料，直至抵達檢查站或接收處。  
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. 除了進行公眾填土活動，公眾填料接收設施範圍及輪候處均不准停泊，有關車輛會被拖走而毋須通知。  
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. 違犯上述條件會導致當局發出取消信撤銷有關執照，並可能會採取法律行動。  
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. 如公眾填料接收設施工作人員發現有不合傾卸泥土執照規定的情況，填料管理部總工程師或獲授權人員會向有關的傾卸泥土執照持有人發警告信。 填料管理部會在以下兩種情況下取消傾卸泥土執照：  
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:
- (甲) 如執照持有人已接獲警告信，而該執照持有人或其獲授權的泥頭車司機在六個月內再次違反任何有必要發出書面警告的規定，填料管理部總工程師或獲授權人員會取消有關的傾卸泥土執照；或  
(a) If a licensee has already received a warning letter and, within six months, the licensee or his/her authorised lorry driver repeats any non-compliance that warrants another written warning, Chief Engineer/ Fill Management will cancel the respective Dumping Licence; or
- (乙) 如執照持有人或其獲授權的泥頭車司機違反傾卸泥土執照的規定，而填料管理部總工程師又認為違規行為嚴重，填料管理部總工程師或獲授權人員可取消其傾卸泥土執照而毋須發警告信。 嚴重違規的例子包括危害人身安全的事件、傾卸一些故意以適當物料覆蓋的有毒廢料或不適當物料。  
(b) If a licensee or his/her authorised 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，應在警告信或取消信發出日期起計的21天內(包括公眾假期)以書面向填料管理部總工程師提出。  
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. 取消傾卸泥土執照為期六個月。 重新的申請可於六個月期屆滿前的三個星期提交。 如新的申請合乎規定，新的傾卸泥土執照會於六個月期屆滿前三天寄交申請人。  
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. 當局有權在有效期屆滿前隨時取消本執照及/或關閉任何公眾填料接收設施而毋須事先通知或提供替代的公眾填料接收設施。  
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. 如果基於任何原因，傾卸泥土執照被取消、終止或註銷，執照持有人須在填土管理部總工程師的要求下，交出該傾卸泥土執照的正本。  
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. 執照申請時所提交的資料日後如有任何變動，執照持有人應立即書面通知填料管理部總工程師。  
Should there be any subsequent changes to the information provided, the licensee shall immediately inform the Chief Engineer / Fill Management in writing.
- 註： 本執照的各項條件在有需要時將作改動，並以本執照簽發部門所公佈的最新版本為準。  
Note: Conditions of this Licence shall be modified whenever necessary. Please refer to the most updated version promulgated by the Licence issuing Division.

如有任何查詢，請致電本署的建築廢物處置設施服務熱線 (2246 8220)。  
For enquiry, please contact our Construction Waste Disposal Facilities Hotline (2246 8220) .

## 個人資料收集聲明

1. 申請人在這表格上所提供的個人資料，土木工程拓展署將用於下列用途：
  - (a) 有關處理申請人申請傾卸泥土執照的工作；
  - (b) 有關公眾填土事項的活動；
  - (c) 為每日公眾填料接收設施的運作，進行有效傾卸泥土執照持有人的登記工作；
  - (d) 根據土地(雜項條文)條例(第28章)第5條，保存傾卸泥土執照資料的記錄；及
  - (e) 有助土木工程拓展署與申請人之間的聯絡。
2. 申請人必須提供這表格所需的個人資料；若你未能提供所需資料，你的申請可能不獲處理。
3. 申請人在這表格上所提供的個人資料，可能會向下列人士／部門披露：
  - (a) 涉及上述第1段提及的事項的政府其他決策局和部門；及
  - (b) 負責管理公眾填料接收設施的顧問公司，以及其他涉及上述第1(b)及(c)段提及的事項的人士。
4. 申請人有權根據《個人資料(私隱)條例》，要求查閱或修改這表格上所提供的個人資料；查閱這些資料的權利，包括可索取這份表格所提供的個人資料副本。有關要求可以書面形式，去信向下列人員查詢：

香港九龍何文田  
公主道101號  
土木工程拓展署大樓  
土木工程拓展署  
土木工程拓展署署長  
(經辦人：副主任秘書/總務)

電話:(852)2838 3111      傳真:(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;
  - (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 Licence 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

## 領取傾卸泥土執照授權信

如申請人未能親臨所選擇的辦事處領取傾卸泥土執照，可授權其他人士代為領取。但代領人必須於領取時遞交以下填妥的授權信。

本人現授權 \_\_\_\_\_ (代領人的姓名) 香港身分證號碼 \_\_\_\_\_，  
代為領取車牌號碼 (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_  
的傾卸泥土執照。

申請人簽署: \_\_\_\_\_

申請人姓名: \_\_\_\_\_

日期 : \_\_\_\_\_

公司蓋章  
(如適用)

### 個人資料收集聲明

1. 在這授權信所提供的個人資料，土木工程拓展署將用於處理有關領取傾卸泥土執照的工作。這是為保障申請人的利益及防止未授權人士領取傾卸泥土執照。
2. 申請人必須提供所需的資料，否則代領人將不獲接受領取傾卸泥土執照。
3. 申請人所提供的個人資料，土木工程拓展署可能會向涉及傾卸泥土執照有關工作的政府其他決策局和部門披露。
4. 申請人有權根據《個人資料(私隱)條例》，要求查閱或修改這授權信上提供的個人資料；查閱這些資料的權利，包括可索取這授權信所提供的個人資料副本。有關要求可以書面形式，去信向下列人員查詢：

香港九龍何文田  
公主道101號  
土木工程拓展署大樓  
土木工程拓展署  
土木工程拓展署署長  
(經辦人：副主任秘書/總務)

電話:(852)2838 3111 傳真:(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 office, 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 of Vehicle Nos. (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. 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