



搬運沙粒許可證申請表

Application for Sand Removal Permit

《沙粒條例》(香港法例第147章) / Sand Ordinance (Cap.147)

1. 申請人資料 / Applicant's Information:

姓名 / 公司名稱:

Name / Company Name: _____

地址:

Address: _____

電話號碼:

Tel No.: _____

電郵:

E-mail Address: _____

2. 付運沙粒資料 / Sand Transportation Information:

船隻/車輛編號/Vessel/Vehicle No.: _____

沙粒來源地/Source of Sand: _____

卸下沙粒地點 Sand Unloading Place(s)	只供內地進口沙粒填寫 Only for Sand imported from the Mainland		付運沙粒數量(公噸) Quantity of Sand (Tonne)
	最終用戶證明書編號 Final User Certificate No(s).	出口許可證編號 Export Licence No(s).	
總數/Total:			

申請許可證總數量 / Total No. of Permit(s) Applied:	(張 / No(s).)
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3. 申請人聲明 / Applicant's Declaration:

- 本人/我等現聲明，據本人/我等所知及所信，申請表上所填報的資料均屬真確及並無遺漏。
I/We declare that to the best of my/our knowledge and belief, the information provided in this form is true, correct and complete.
- 本人/我等證明附上的文件副本，是原來文件的真本，該文件在本申請表提交當日仍然有效。
I/We certify that the enclosed copies of the required documents are true copies of the original documents that are still valid on the date of this application.
- 本人/我等已細閱及明白《搬運沙粒許可證》條件，並遵守有關的要求。
I/We have read and understood the Conditions of Sand Removal Permit and undertake to abide by the requirements under the said Conditions.
- 本人/我等已細閱申請表內關於本人/我等個人資料的《個人資料收集聲明》。本人/我等明白並且同意，此等個人資料，是可按照《個人資料收集聲明》所述之目的而被使用。
I/We have read the Personal Information Collection Statement inside the application form about my/our personal data. I/We agree and understood that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

申請人簽署(及公司蓋印(如適用者)):
Signature of applicant (and company chop if applicable): _____

申請人全名:
Name of applicant in full: _____

日期(日/月/年):
Date (dd/mm/yyyy): _____

4. 申請人必須附上以下文件副本 / Applicant must submit copies of the following documents:

所有副本的每一頁都應由申請人簽署並證明其真確無誤。 / Every page of all copies shall be signed and certified true and correct by the Applicant.)

I. 適用於內地進口沙粒 / For importing sand from the Mainland

		由部門人員填寫 / To be filled by Official 收件日期 / Date received
i.	中華人民共和國出口許可證 Export Licence(s) of the People's Republic of China	

II. 適用於非內地進口沙粒 / For importing sand not from the Mainland

		由部門人員填寫 / To be filled by Official 收件日期 / Date received
i.	申請人、進口商、出口商和三方之間的公司（如有）之間的合約文件 Contract agreement(s) between the Applicant, the Importer, the Exporter and/or all other parties between them, if any	
ii.	出口國/地區簽發的出口許可證 Export licence(s) from the exporting country/territory	

註：請把填妥的申請表，連同必須附上的文件交回土木工程拓展署填料管理部總工程師。申請人可以郵寄（香港九龍何文田公主道 101 號土木工程拓展署大樓 5 樓填料管理部）、傳真（(852) 2714 9481）或電郵（sandpermit@cedd.gov.hk）方式遞交申請。

如有任何查詢，請致電土木工程拓展署的搬運沙粒許可證服務熱線：(852) 2246 8220。

Note: The completed application form together with the supporting documents shall be submitted to the Chief Engineer/Fill Management of the Civil Engineering and Development Department. Submission can be made by post (the Fill Management Division of the Civil Engineering and Development Department, 5/F, Civil Engineering and Development Building, 101 Princess Margaret Road, Homantin, Kowloon, Hong Kong), by fax ((852) 2714-9481) or by email (sandpermit@cedd.gov.hk).

For enquiry, please contact the Sand Removal Permit Hotline of the Civil Engineering and Development Department at (852) 2246 8220.

此欄祇供部門人員填寫 / For Official Use Only

收件人： Received by:		職位： Post:	TO (C)	收妥全部文件日期： Date received all:	/ /
辦理人： Processed by:		職位： Post:	TO (C)	辦理日期： Date processed:	/ /
許可證號碼： Permit No.:	SRP-	簽發日期： Date issued:	/ /	許可證有效期： Validity Period:	由： from: / / 至： to: / /

個人資料收集聲明

- 申請人在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：
 - 與處理本表格申請事項有關的工作；
 - 有關《沙粒條例》(香港法例第 147 章)的執行和執法；
 - 沙粒相關投訴調查；
 - 統計及其他法定用途；以及
 - 方便土木工程拓展署跟申請人聯絡。
- 申請人必須提供此表格所需的個人資料，如申請人未能提供所需資料，申請可能會不獲處理。
- 涉及上述第 1 段提及的事項，申請人在此表格上所提供的個人資料，可能會向下列人士/部門披露：
 - 政府其他決策局及部門；以及
 - 其他機構(例如第三方服務提供商)。
- 申請人有權根據個人資料(私隱)條例，要求查閱或修改此表格上所提供的個人資料。申請人查閱這些資料的權利，包括可索取這份表格申請人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

- The personal data provided by means of this form will be used by the Civil Engineering and Development Department for the following purposes:
 - activities relating to the processing of the submission in this form;
 - administration and enforcement of the Sand Ordinance (Cap. 147);
 - sand related complaint investigations;
 - statistical and any other legitimate purposes; and
 - facilitating communication between the Department and the applicant.
- 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.
- For the purposes mentioned in paragraph 1 above, the personal data provided by means of this form may be disclosed to:
 - other government bureaux and departments; and
 - other organizations (e.g. third party service providers).
- The applicant have 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 Building
101 Princess Margaret Road
Homantin, Kowloon
Hong Kong

Tel : (852) 2838 3111

Fax : (852) 2714 0140

《搬運沙粒許可證》條件

1. 在香港特別行政區(下稱「香港」)進口及境內搬運沙粒的船隻/車輛須持有有效的《搬運沙粒許可證》(下稱《許可證》)。每一張《許可證》只適用於一次船隻/車輛的運載上，並只可使用一次。
 2. 《許可證》屬於香港政府所有，不可轉讓。
 3. 《許可證》乃根據申請人在其申請表上填報的資料發出。《許可證》上所載資料如有更改，持證人須申領新的《許可證》，並把舊有的《許可證》乙部填妥後，以郵寄交回土木工程拓展署填料管理部總工程師(下稱「填料管理部總工程師」)。
 4. 持證人須在卸下沙粒完成後 7 個曆日內，把已使用的《許可證》乙部填妥後，以郵寄交回填料管理部總工程師。
 5. 持證人須妥善保管《許可證》，並於證上所列明的有效期內使用。任何未經使用的《許可證》，須在有效期屆滿後 7 個曆日內把《許可證》乙部填妥後，以郵寄交回填料管理部總工程師。
 6. 持證人及最終用戶須遵守中華人民共和國商務部的規定，從國內進口香港的天然砂(指《中華人民共和國海關進出口稅則》中「2505100000」及「2505900090」兩個稅號的商品)，只可在香港境內使用，不可以轉口至其他地區或國家。
 7. 就運送內地沙粒進口到香港的船隻/車輛，持證人或最終用戶必須透過網上系統、傳真((852) 2714 9481)或電郵(sandpermit@cedd.gov.hk)向填料管理部總工程師提交以下申報表：
 - (i) 持證人須於該船隻/車輛預計抵達卸下沙粒地點最少8小時前，遞交填妥的《表格A-由內地送抵沙粒申報表》；
 - (ii) 持證人須於完成卸下沙粒後2個工作日內，遞交填妥的《表格B-完成卸下從內地進口沙粒申報表》；
 - (iii) 持證人須在每個月的第10日或之前，將前一個月份從內地進口的沙粒的搬運資料填妥在《表格C-持證人每月由內地進口沙粒申報表》上遞交；以及
 - (iv) 每名最終用戶須在每個月的第10日或之前，將前一個月份從內地進口的沙粒的接收數量、已使用或零售數量及儲存數量等結存資料填妥在《表格D-最終用戶每月由內地進口沙粒申報表》上遞交。
- 備註：表格 A、B、C 及 D 載於網址：
www.cedd.gov.hk/tc/public-services-forms/fill-management/marine/permit/index.html。
8. 持證人及最終用戶須允許填料管理部總工程師及或其授權人員，在任何時間內安全地進入所申報的卸下及存放砂粒地點，並提供一切所需協助(例如提供每日進出砂粒記錄及持有的《許可證》)，以便部門執行抽查工作。
 9. 如違反上述任何條件，填料管理部總工程師可全權取消或不再發出《許可證》，事前毋須通知。

如有任何查詢，請致電土木工程拓展署的搬運沙粒許可證服務熱線：(852) 2246 8220。

Conditions of Sand Removal Permit

1. Vessel/vehicle for importation and transportation of sand in the territory of the Hong Kong Special Administrative Region (HKSAR) shall have a valid Sand Removal Permit (Permit). One Permit is used for a single vessel load/vehicle load and can be used for only one time.
2. The Permit is the property of the Government of HKSAR and is not transferable.
3. The Permit is granted in reliance on the information declared by the applicant on his/her application. If the information stipulated in the Permit has changed, the Permittee shall apply for a new Permit and return the obsolete Permit with Part B of the Permit completed to the Chief Engineer/Fill Management (CE/FM) of the Civil Engineering and Development Department (CEDD) by post.
4. The Permittee shall send the used Permit with Part B of the Permit completed to CE/FM by post within 7 calendar days from the date of completion of unloading sand.
5. The Permittee shall keep the Permit properly and use it within the validity period stipulated on the Permit. Any unused Permit with Part B of the Permit completed shall be returned to CE/FM by post within 7 calendar days after the expiry date of the Permit.
6. The Permittee and the Final User shall comply with the requirement of the Ministry of Commerce of the People's Republic of China that the natural sand imported from the Mainland (i.e. the two products with tariff codes "2505100000" and "2505900090" in the Customs Import and Export Tariff of the People's Republic of China) can only be used within HKSAR and cannot be re-exported to other regions or countries.
7. For vessel/vehicle to deliver imported sand from the Mainland to HKSAR, the Permit Holder and the Final User shall submit the following forms to CE/FM online, by fax ((852) 2714 9481) or by email (sandpermit@cedd.gov.hk):
 - (i) the Permittee shall complete and return "**Form A - Report on Sand Arrival from the Mainland**" at least 8 hours in advance of the expected arrival at the sand unloading place;
 - (ii) the Permittee shall complete and return "**Form B - Report on Completion of Unloading Sand from the Mainland at Destination**" within 2 working days after completion of unloading sand;
 - (iii) the Permittee shall complete "**Form C - Permittee's Monthly Return on Imported Sand from the Mainland**" with the transportation data of the imported sand from the Mainland in the preceding month and return the completed form on or before the 10th day of each month; and
 - (iv) the Final User shall complete "**Form D - Final User's Monthly Return on Imported Sand from the Mainland**" with the "balanced" records of quantities received, quantities used or retained, quantities stockpiled, etc. for the sand imported from the Mainland in the preceding month and return the completed form on or before the 10th day of each month.

Remark: **Forms A, B, C and D** are available at the website:

www.cedd.gov.hk/eng/public-services-forms/fill-management/marine/permit/index.html.

8. The Permittee and the Final User shall allow safe access and provide all necessary assistance (such as providing daily in and out sand logbook(s) and Permit(s) held) at any time to the CE/FM and/or his/her authorized staff in carrying out the spot checking at their reported sand unloading and storage place(s).
9. In case of contravention of any of the conditions stipulated above, CE/FM shall have the sole discretion of cancelling or not issuing the Permit without prior notice.

For enquiry, please contact the Sand Removal Permit Hotline of CEDD at (852) 2246 8220.