

# Food and Environmental Hygiene Department Public Notice

## Allocation of Extendable Niches

### Wo Hop Shek Columbarium Phase VI, Fanling

Upon the Public Health and Municipal Services (Fees)(Amendment) Regulation 2019 coming into effect on 26 April 2019, all newly allocated public niches of the Food and Environmental Hygiene Department (FEHD) are extendable niches.

#### Allocation of Extendable Niches

Further to the previous allocation of some 40,000 niches at Tsang Tsui Columbarium and Block A, Wo Hop Shek Columbarium Phase VI in 2020, FEHD will roll out a new round of niche allocation for 22,050 extendable niches at Block B, Wo Hop Shek Columbarium Phase VI, Fanling in 2021.

The details of the allocation are as follows (No limit on the number of sets of ashes to be placed):

Columbarium	Quantities of standard niches	Quantities of large niches
Block B, Wo Hop Shek Phase VI	21,720 (11,490 smoke-free niches) (10,230 non-smoke-free niches)	330 (160 smoke-free niches) (170 non-smoke-free niches)

Application Period: From 9 a.m. on 11 May 2021 (Tuesday) to 5 p.m. on 10 June 2021 (Thursday)

Date of Open Drawing of Lots and Computer Random Balloting:

It will be announced in due course after close of application period

Date of Niche Allocation: FEHD will invite the successful applicants in writing to complete the allocation formalities on a specified date and time according to their priorities determined by the open drawing of lots and computer random balloting

#### Interment Period of Extendable Niches

- After allocation of a niche to the applicant, the initial interment period is 20 years and can be extended at 10-year intervals thereafter upon payment of the prevailing prescribed fee.
- On expiry of the 20-year/10-year interment period, as long as the related person(s) confirm(s) extension of the interment period and pay(s) the prevailing prescribed fee, the use of the allocated niche can be continued.
- The applicant has to provide in the application form the personal particulars of the related persons to FEHD for contact on matters relating to extension/ handling of ashes after expiry of the interment period. If there are any changes of nominated representatives or the contact details, the related persons should inform FEHD accordingly.

#### Application Form

During the application period, the application form can be downloaded from FEHD website ([www.fehd.gov.hk](http://www.fehd.gov.hk)) or obtained in person from the FEHD Hong Kong Cemeteries and Crematoria Office, Kowloon Cemeteries and Crematoria Office, District Environmental Hygiene Offices, Home Affairs Enquiry Centres or by fax through enquiry hotline 2841 9111.

**FEHD strongly recommends applicants to apply through online application form which can avoid postal delay and non-delivery and the applicant can also receive an acknowledgement receipt with an application number through email shortly after the submission, thus facilitating follow-up of the application in the future.**

#### Notes for Filling in and Submission of Application Form

- The applicant should only file one application form to apply for either a standard or a large niche for the same deceased person(s).
- The quantity of each type of niches (standard/large; smoke-free or non-smoke-free) available for allocation in the columbarium is different, and this has direct influence on the chance of successful allocation. Applicants should read the details of "Particulars of Niche under Application" in Section A of the application form before making a choice on the type of niche to be applied so as to assess the chance of successful allocation.
- If applicants under the two categories (i.e. depositing ashes of more than one deceased person and having unsuccessful record in the last annual public niche allocation exercise) satisfy the criteria for the respective category, they can receive an additional "ballot paper" for that category to enhance the chance of

successful balloting. In exceptional cases, for applicants who were unsuccessful in the most recent two consecutive annual niche allocation exercises, two "ballot papers" will be allotted under that category.

- For application for a standard niche, the applicant has to fill in at least one deceased person's particulars in the application form. For application for a large niche, the applicant has to fill in at least three deceased persons' particulars in the application form. Otherwise, FEHD will not process the application.
- The other deceased persons listed in the application form should be a close relative of or in close relationship with the first deposited deceased person. The niche should be returned to FEHD if the cremated ashes of the deceased person first deposited in that niche have been removed. Change of the deceased's particulars is not allowed once the application has been approved. Applications which are not supported with all required documents or information, or late or duplicated applications will not be accepted

The completed application form together with the following documents\* should be submitted within the application period by the following means:

- putting into the drop-in box at FEHD Hong Kong or Kowloon Cemeteries and Crematoria Office during office hours;
- email ([apply\\_newniche@feh.gov.hk](mailto:apply_newniche@feh.gov.hk));
- fax (2333 1716);
- post to FEHD Hong Kong or Kowloon Cemeteries and Crematoria Office; or
- submitting application online ([www.fehd.gov.hk](http://www.fehd.gov.hk)) by filling in the online application form and uploading the required documents\* in pdf or jpeg format.

Late submission will not be accepted.

\* If the applicant had submitted an application in or after 2019 and was accepted and there is no change in respect of his/her name and Hong Kong Identity Card number and all particulars of the deceased, copies of the required documents are not required.

#### Documents Required for Application for Allocation of Standard Niche/ Large Niche

- A copy of the applicant's Hong Kong Identity Card;
- A copy of each deceased person's Hong Kong Identity Card or other documentary proof of the deceased's Hong Kong resident status;
- A copy of the "Permit to Take Away Cremated Ashes" [This is not applicable to those ashes still being kept in Government crematoria.] [If a cremation session has been successfully booked before the end of the application period, i.e. a cremation session within 15 days after the expiry of application period, the applicant can also submit the application form with the "Receipt of Fee for Cremation", and then submit the "Permit to Take Away Cremated Ashes" soonest possible after receiving,] or "Certificate of Cremation" or "Permit to Remove/Exhume Remains" of each deceased person; and
- If depositing ashes of more than one deceased person in a niche, the applicant should submit copies of the documentary proof showing that the first deposited deceased person and the other deceased persons listed in the application form are close relatives or in close relationship. Close relative means the spouse, parent, grandparent, grandparent-in-law, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law or a direct descendant of either the male or female line.

Applicants must produce the originals of the aforementioned documents during the niche allocation. If the applicant cannot produce the originals of prescribed documents at the time of the niche allocation, the application will not be processed further.

#### Processing of Applications

- After the application form and the relevant documents have passed the preliminary check, FEHD will issue an acknowledgement receipt together with an application number to the applicant by post, fax or email (depending on the submission means of the application). If the applicant does not receive any acknowledgement receipt in 10 calendar days after submitting the application, he/she may call 2841 9111 for enquiry.
- FEHD will adopt open drawing of lots and computer random balloting to determine the priority of niche allocation and the designated niches to be allocated for all eligible successful

applicants. FEHD will invite the successful applicants to complete the allocation formalities at the Public Niche Allocation Office at the appointed date and time according to their priorities determined by computer random balloting.

- FEHD will announce the date of open drawing of lots and computer random balloting in due course after the close of application.
- FEHD will notify the successful applicants of the serial number of the designated niche by SMS and email or in writing. Applicants can also check the result of their applications at FEHD website, FEHD Hong Kong or Kowloon Cemeteries and Crematoria Office, Public Niche Allocation Office or by calling 2841 9111 on the next day after the open drawing of lots and computer random balloting.

#### Other Points to Note

- No fee is charged for making an application.
- The fees for an extendable standard niche at Wo Hop Shek Columbarium Phase VI for an initial interment period of 20 years is \$2,400 and permission for placing a memorial plaque is \$90 and that for an extendable large niche for an initial interment period of 20 years is \$3,000 and permission for placing a memorial plaque is \$90. The administration fee for placing an additional set of ashes is \$140. There is no upper limit on the number of sets of ashes to be deposited in a standard niche or large niche.
- If the name of the deceased person on the application form is also on the waiting list for reused niches, upon successful allocation of and deposit of ashes of the deceased in a new niche in Wo Hop Shek Columbarium Phase VI, FEHD will remove the name of the deceased from the waiting list for reused niches. Furthermore, if the cremated ashes of the deceased have already been deposited in another public niche and the deceased is the first deceased deposited in that niche, the applicant should subsequently return that niche to FEHD.
- FEHD has not entrusted any organisations/ persons to receive/ process applications or assist in the submission of applications. No one would enjoy any convenience or privilege.
- In order to expedite the allocation process, applicants must note that applications which are not supported with all required documents or information, or late or duplicated applications will not be accepted.
- Members of the public are reminded to handle the application(s) in person to safeguard the interests of the deceased person(s).

#### Details of FEHD Cemeteries and Crematoria Offices and Public Niche Allocation Office

##### Hong Kong Cemeteries and Crematoria Office

Address: 1J Wong Nai Chung Road, Happy Valley, Hong Kong  
Tel: 2570 4318 Fax: 2591 1879

##### Kowloon Cemeteries and Crematoria Office

Address: Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon  
Tel: 2365 5321 Fax: 2176 4963

##### Public Niche Allocation Office

Address: Units 3501-3511 & 3520-3525, 35/F, Tower 1, Metrol plaza, 223 Hing Fong Road, Kwai Fong, N.T.  
Tel: 2330 5635 Fax: 2333 1716

#### Office Hours

Mondays to Fridays: From 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m.  
Saturdays: From 9 a.m. to 12 noon (except Public Niche Allocation Office)  
Sundays and Public Holidays: Closed

#### Enquiries

Enquiry hotline: 2841 9111  
Enquiry email: [enquiry\\_newniche@feh.gov.hk](mailto:enquiry_newniche@feh.gov.hk)  
Website: [www.fehd.gov.hk/english/cc/newniche\\_wohopshek2021.html](http://www.fehd.gov.hk/english/cc/newniche_wohopshek2021.html)



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