

Food and Environmental Hygiene Department Public Announcement

Allocation of Extendable Niches

Tsang Tsui Columbarium, Tuen Mun and Wong Nai Chung Road Columbarium, Wan Chai

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), including the newly built niches at Tsang Tsui Columbarium in Tuen Mun and Wong Nai Chung Road Columbarium in Wan Chai, are extendable niches.

Allocation of Extendable Niches

FEHD will allocate the newly built 163,320 niches at Tsang Tsui Columbarium in eight phases. With 20,160 standard niches (including 7,080 smoke-free niches and 13,080 non-smoke-free niches) and 220 non-smoke-free large niches for allocation in the first phase, together with the newly built 855 smoke-free standard niches at Wong Nai Chung Road Columbarium, a total of 21,235 niches will be allocated in this exercise.

The locations, types and quantities of niches for this allocation are as follows:

Columbarium	Quantities of standard niches (No limit on the number of sets of ashes to be placed)	Quantities of large niches (No limit on the number of sets of ashes to be placed)
Wong Nai Chung Road	855 (smoke-free niches)	---
Tsang Tsui	20,160 (7,080 smoke-free niches) (13,080 non-smoke-free niches)	220 (non-smoke-free niches)

Application Period: From 9 a.m. on 15 May 2019 (Wednesday) to 5 p.m. on 14 June 2019 (Friday)

Date of Drawing of Lots and Computer Balloting:

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

Date of Niche Allocation:

FEHD will invite the successful applicants in writing to complete the allocation formalities on the specified date and time according to their priorities determined by computer ballot in due course.

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) or obtained in person from FEHD Hong Kong or Kowloon Cemeteries and Crematoria Office, District Environmental Hygiene Offices, Home Affairs Enquiry Centres of Home Affairs Department, Post Offices on Cheung Chau, Lamma Island, Peng Chau, and at Mui Wo and Tai O, or by fax via hotline 2841 9111.

Notes for Filling in and Submission of Application Form

- The applicant should only file one application form to apply for either a standard niche or large niche for the same deceased person.**
- The quantity and type of niches (standard / large; non-smoke-free or smoke-free) available for allocation in the two columbaria are different, and this has direct influence on the chance of successful allocation. Applicant 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 two categories (i.e. depositing ashes of more than one deceased person and having unsuccessful record in the last 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.
- 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 acknowledged. 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);
- fax (2333 1716);
- post to FEHD Hong Kong or Kowloon Cemeteries and Crematoria Office; or
- the applicant holding "Permit to Take Away Cremated Ashes" or "Certificate of Cremation" of the deceased issued by FEHD can fill in the online application form, upload the required documents in pdf or jpeg format and submit the application online (www.fehd.gov.hk). Late submission will not be accepted.

Documents Required for Application for 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.] 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 within 10 calendar days after submitting the application, he / she may call hotline 2841 9111 for enquiry.
- FEHD will adopt open drawing of lots and computer balloting to determine the priority of niche allocation and the designated niches to be allocated to all eligible successful applicants. FEHD will invite the successful applicants to complete the allocation formalities at the Public Niche

Allocation Office (adjacent to Kowloon Cemeteries and Crematoria Office) at the appointed date and time according to their priorities determined by computer balloting.

- FEHD will announce the date of open drawing of lots and computer balloting in due course after the close of application period.
- FEHD will notify the successful applicants of the serial number of the designated niche by SMS, 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 drawing of lots and computer balloting.

Other Points to Note

- No fee is charged for making an application.
- The fees for an extendable standard niche at Tsang Tsui Columbarium and Wong Nai Chung Road Columbarium for an initial interment period of 20 years is \$2,400 and permission for placing a memorial plaque is \$90. The fees for an extendable large niche at Tsang Tsui Columbarium 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 thereafter. There is no upper limit for 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 a new niche in Tsang Tsui Columbarium or Wong Nai Chung Road Columbarium, FEHD will remove the name of the deceased from the waiting list for reused niches. Furthermore, if the cremated ashes of the deceased have been deposited in another public 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.

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: Upper Ground Floor, Block B, 6 Cheong Hang Road, Hung Hom, Kowloon

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

Website: www.fehd.gov.hk