

申請准許在領有有效的公眾娛樂場所牌照（附有電影放映的批署）的處所
現場直播（放映影片除外）

APPLICATION FOR PERMITTING LIVE BROADCAST
(OTHER THAN EXHIBITION OF FILMS)
AT PREMISES ISSUED WITH A VALID PLACES OF PUBLIC ENTERTAINMENT LICENCE
(ENDORSED WITH CINEMATOGRAPH DISPLAYS)

注意：填寫此表格前請先詳細閱讀第 8 頁「持牌人須知」。

Important: Please read 'NOTICE TO LICENSEE' on page 8 carefully before completing this form.

致 食物環境衛生署署長

（根據《公眾娛樂場所條例》（第 172 章）第 3B 條獲民政及青年事務局局長授權）

To: **Director of Food and Environmental Hygiene**
(Authorised by the Secretary for Home and Youth Affairs under Section 3B of the Places of Public Entertainment Ordinance (Cap. 172))

本人是公眾娛樂場所牌照（附有電影放映的批署）的持牌人／獲授權人，擬就本人的公眾娛樂場所牌照申請現場直播（放映影片除外）的一次過特別准許。茲證實本人在本申請書及附件所述的各項詳情，均屬真確無訛。本人如獲得有關准許，須確保持牌處所內的行為或活動不會涉及任何可能構成或相當可能會引致在港區國安法或香港特別行政區其他法例下屬危害國家安全的罪行。

I am the licensee/authorised person of a places of public entertainment (PPE) licence (endorsed with cinematograph displays) and intend to apply for one-off special permission for live broadcasting (other than exhibition of films) on my PPE licence. I confirm that the particulars set out in this application form and in the enclosures are true and accurate. For the said permission to be granted, I shall ensure that no act or activity on the licensed premises may constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other laws of the HKSAR.

（甲）持牌人／獲授權人資料

(A) **Particulars of the Licensee/Authorised Person**

(1) 持牌人／獲授權人姓名：（中文）_____（先生／女士*）
Name of licensee/authorised person (Chinese) (Mr/Ms*)
（英文）_____

(English)

(2) 公眾娛樂場所牌照號碼：_____
Places of public entertainment licence no.

(3) 通訊地址：_____
Correspondence address

(4) 電話號碼：_____ 傳真號碼：_____
Tel. no. Fax no.

* 請刪去不適用者。 Please delete where appropriate.

(乙) 進行現場直播的持牌處所的資料

(B) Particulars of the Licensed Premises in which the Live Broadcasting is to be Held

(1) 處所名稱：(中文) _____ (英文) _____
Name of the premises (Chinese) (English)

(2) 持牌處所的地址或所在地點：
Address or location of the licensed premises

室／鋪 _____ 樓 _____ 座 _____
Flat/Room/Shop Floor Block

大廈 _____
Building

屋邨／鄉村 _____
Estate/Village

街道名稱及門牌號碼 _____
No. and name of road/street

(如涉及多於一條
街道，請詳述) (please specify if more than one road/street is involved)

地區 _____ 分區 _____
Sub-district District

地段號碼 (如適用) _____
Lot no. (if applicable)

☐香港 ☐九龍 ☐新界 ☐離島
HK Kln NT Islands

(3) 持牌處所內是否已裝設自動花灑系統及毋須在處所內設臨時構築物或作出結構性／設計更改以直播有關項目？
Has automatic sprinkler system been installed in the licensed premises and will the event NOT require any temporary structure or structural/layout change in the licensed premises?

☐ 是 (若是，請簽署載於附件 I 的承諾書及填寫附件 II 的(甲)項。)
Yes (If yes, please sign the undertaking at Annex I and complete Part A of Annex II.)

☐ 否 (若否，請填寫接著的(丙)項。如須在持牌處所內設臨時構築物或作出結構性／設計更改以直播有關項目，請連同本申請書一併提交詳細資料和建議設計圖則 1 式 4 份。)
No (If no, please complete following Part C. If the event will require any temporary structure or structural/layout change in the licensed premises, please submit full details and attach 4 copies of proposed layout plans.)

(注意：如持牌處所內已裝設自動花灑系統及毋須在處所內設臨時構築物或作出結構性／設計更改以直播有關項目和申請人已簽署載於附件 I 的承諾書，處理申請的時間將會縮短。請參閱第 8 頁「持牌人須知」。)
(Note: If the licensed premises have installed automatic sprinkler system and a live broadcast event does not involve any temporary structure or structural/layout change in the premises and the applicant has duly signed the undertaking at Annex I, it will take less time to process the application. Please refer to the 'Notice to Licensee' on page 8.)

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(丙) 就本申請表附件II的(甲)項所列的現場直播項目所使用的網絡供應商
(C) **The network provider of the live broadcast event being stated at Part A of Annex II of this application form**

- (1) 有關的網絡供應商是持有通訊事務管理局發出的相關電訊牌照
The network provider concerned is holder of a relevant telecommunications licence issued by the Communications Authority.

☐ 是 Yes

☐ 否 No

(若否，請在下方提供網絡供應商的名稱。)

(If no, please provide name of the network provider below.)

網絡供應商的名稱：

Name of the network provide _____

(有關電訊服務的傳送者牌照持有人的資料，請參閱通訊事務管理局網頁
(網址：<https://www.coms-auth.hk/tc/licensing/telecommunications/index.html>)

(Information of carrier licensees of telecommunications services can be found on the website of
Communication Authority at <https://www.coms-auth.hk/en/licensing/telecommunications/index.html>)

- (2) 現場直播項目的其他詳情：_____

Other relevant information about the event

- (3) 本人希望日後以中文／英文*通訊。

I would use Chinese/English* for future correspondence.

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

日期(日／月／年)

Date (dd/mm/yyyy)

持牌人／獲授權人簽署

Signature of Licensee/Authorised Person

姓名(以正楷填寫)

Name in BLOCK Letters

職位
Title

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

* 請刪去不適用者。 Please delete where appropriate.

承諾書 **Undertaking**

申請准許在領有有效的公眾娛樂場所牌照（附有電影放映的批署）的處所
現場直播（放映影片除外）

Application for Permitting Live Broadcast (Other than Exhibition of Films) **at Premises Issued with a Valid Places of Public Entertainment Licence** **(Endorsed with Cinematograph Displays)**

本人就本申請表附件 II 的（甲）項所列的項目資料作出的現場直播申請，承諾符合下列條件：

I undertake to comply with the following conditions with regard to the live broadcast event being stated at Part A of Annex II of this application form that I am applying for :

知識產權

Intellectual Property

1. 確保向第三方（包括但不限於所有版權擁有人）取得各項所需的特許、准許或批核，以傳送及現場直播節目／項目。
To ensure that all necessary licences, permissions or clearances from the third parties (including but not limited to all copyright holders) for transmitting and live broadcasting the show/event are obtained.
2. 遵守所有相關的法例和規例。
To comply with all relevant laws and regulations.
3. 就政府因有關的傳送和廣播及／或在與有關的傳送和廣播有關連的情況下而可招致的損失及／或申索，向政府作出彌償。
To indemnify the Government against any losses and/or claims incurred as a result of and/or in connection with the transmission and broadcast.

治安

Law and Order

1. 確保沒有人進行非法或不道德活動、跳舞或進行具有碰機會取勝的博彩遊戲成分的活動。
To ensure that no illegal or immoral activities, dancing or game of chance elements will be involved.
2. 除非戲院領有臨時酒牌，否則不容許有人在戲院內飲用含酒精飲料。
Not to allow any alcoholic drinks in the cinema unless it has a temporary liquor licence.

消防安全條件

Fire Safety Conditions

1. 不容許在處所內使用明火。
Not to allow any naked lights on the premises.
2. 所有出口及出路時刻保持暢通無阻。
Keep all exits and exit routes free from obstruction.
3. 不准許加設易燃的裝飾物。
Not to permit any addition of decoration of an inflammable nature.
4. 除非有關危險品獲得監管當局批准，而處所已妥善採取安全措施，否則不使用任何危險品。
Not to use any Dangerous Goods unless they have been approved by the Controlling Authority and safety precautions have been duly provided.
5. 已裝設自動花灑系統及其運作正常。
Automatic sprinkler system has been installed and functioned properly.
6. 常常履行已向處所發出的各項消防規定。
To always comply with all fire safety requirements previously issued for the premises.

樓宇安全條件

Building Safety Conditions

1. 戲院的入場人數不會超過准許人數。
The admission capacity will not exceed the permitted population of the cinema.
2. 所有通道和出口時刻保持暢通無阻。
To keep all passages and exits clear and free from any obstruction at all times.
3. 不在持牌處所內豎設臨時構築物。
Not to erect any temporary structure at the licensed premises.
4. 採取各項所需措施控制人流，避免過分擠迫。
To take all necessary measures to control against overcrowding.
5. 電子放映器材如公眾娛樂場所牌照的獲接納圖則所示，放置在放映室內。
To place the digital projector within the projection room as shown on the accepted PPE licence plan.

現場直播項目電訊服務供應商

Telecommunication Service Provider for the Event

1. 有關的網絡供應商應持有通訊事務管理局發出的相關電訊牌照。
The network provider concerned should be a holder of a relevant telecommunications licence issued by the Communications Authority.

附加持牌條件
Additional Conditions

1. 持牌人或其委派的代表須時刻在場監督項目的直播。
The licensee or his appointed representative shall be present to supervise the event at all times.
2. 處所的公眾娛樂場所牌照（戲院／劇院）須有效，有關的准許方屬有效。
The permission shall be valid only if the Places of Public Entertainment Licence (Cinema/Theatre) in respect of the premises is valid.

簽署[#] : _____
Signature[#]

姓名[#]（以正楷填寫） : _____
Name[#] (in BLOCK letters)

日期（日／月／年） : _____
Date (dd/mm/yyyy)

[#] 本表格應由持牌人／獲授權人填寫及簽署。
This form should be completed and signed by the licensee/authorised person.

申請准許在領有有效的公眾娛樂場所牌照（附有電影放映的批署）的處所
現場直播（放映影片除外）

**Application for Permitting Live Broadcast (Other than Exhibition of Films)
at Premises Issued with a Valid Places of Public Entertainment Licence
(Endorsed with Cinematograph Displays)**

(甲) 擬現場直播項目資料
(A) Particulars of the Proposed Live Broadcast Event

(1) 持牌處所名稱及地址：_____

Name and address of the licensed premises

(2) 現場直播項目的名稱、類別和其他詳情（請說明）：_____

Name, description and other relevant information of the event (please give details)

（如有需要，請另紙繼續填寫及加簽）(If necessary, continue on separate sheet and sign)

(3) 現場直播項目的時間表：
Time schedule of the event

日期 Date	開始時間 Start time	結束時間 End time	持續時間 Duration

（如有需要，請另紙詳述並加簽。）(If necessary, use a separate sheet to elaborate and sign)

(乙) （由食物環境衛生署人員填寫）
(B) (To be completed by staff of Food and Environmental Hygiene Department)

就你於上述甲項的申請，本署決定向你領有有效的公眾娛樂場所牌照（附有電影放映的批署）的處所批出一次過特別准許，容許你根據上述所列的直播項目及時間表在上址處所現場直播。

Regarding your application at Part A above, this Department has decided to grant one-off special permission on your premises issued with a valid Places of Public Entertainment Licence (Endorsed with Cinematograph Displays) to allow live broadcast in your premises according to the event and schedule as stated at the Part A above.

食物環境衛生署署長（代行）
for Director of Food and Environmental Hygiene

日期：
Date

持牌人須知
NOTICE TO LICENSEE

1. 關於申請批出特別准許以供在領有有效的公眾娛樂場所牌照（附有電影放映的批署）的處所現場直播（放映影片除外），申請人須在以下時限內向食物環境衛生署署長提交申請：

The applicant shall apply to the Director of Food and Environmental Hygiene for the grant of special permission for live broadcasting (other than exhibition of films) on premises issued with a valid places of public entertainment licence (endorsed with cinematograph displays) in accordance with the following time frames:

- (i) 如持牌電影院內沒有裝設自動花灑系統及／或須在電影院內為有關活動豎設臨時構築物或作出建議的結構性／設計更改，須在活動舉行前至少 45 個工作天提交申請；或
at least 45 working days before function requiring erection of temporary structure or proposed structural/layout change in the licensed cinematograph theatre and/or the premises have not installed automatic sprinkler system; or
- (ii) 如持牌電影院內已裝設自動花灑系統及無須在電影院內為有關活動豎設臨時構築物或作出建議的結構性／設計更改，須在活動舉行前至少 4 個工作天提交申請。
at least 4 working days before function not requiring erection of temporary structure or proposed structural/layout change in the licensed cinematograph theatre and the premises have installed automatic sprinkler system.

2. 持牌人即使獲批給這項特別准許，亦不得視為可獲豁免或免責，持牌人仍須為現場直播項目，按照其他政府部門或相關主管當局所施行的任何適用法例或規例（包括但不限於知識產權法）取得其他牌照、許可證及／或證明書。
The granting of this special permission shall not be taken to exempt or excuse the licensee to live broadcast of the concert event without any other licences, permits and/or certificates required by any applicable laws or regulations (including but not limited to intellectual property laws) administered by other government departments or relevant authorities.
3. 持牌人即使獲批給這項特別准許，亦不應把這項准許當作先例詮釋。
The granting of this special permission shall not be construed as a precedent.
4. 持牌人須就現場直播項目的內容遵守所有相關的法例和規例。
The licensee shall comply with all relevant laws and regulations with regard to the contents of live broadcast event.

有關申請准許在領有有效的公眾娛樂場所牌照
(附有電影放映的批署)的處所
現場直播(放映影片除外)所填報的個人資料

Collection of Personal Data in Connection with
Application for Permitting Live Broadcast (Other than Exhibition of Films)
at Premises Issued with a Valid Places of Public Entertainment Licence
(Endorsed with Cinematograph Displays)

(按照《個人資料(私隱)條例》的規定處理)
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明
Statement of Purpose

1. 收集資料的目的
Purposes of Collection

你在本表格上提供的個人資料，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for:

- (1) 處理向發牌當局提交有關批出特別准許以供在領有有效的公眾娛樂場所牌照(附有電影放映的批署)的處所現場直播(放映影片／進行其他娛樂活動除外)申請的相關事宜；以及
carrying out activities relating to applications for the grant of special permission for live broadcasting (other than exhibition of films/other entertainment activity) on premises holding valid Places of Public Entertainment Licence (endorsed with Cinematograph Displays) made to the Licensing Authority; and
- (2) 方便發牌當局及其他政府部門人員與你聯絡。
facilitating communication between the staff of the Licensing Authority and other government departments and you.

你在本表格填報的個人資料，純屬自願提供。不過，如不提供充分的資料，食物環境衛生署(食環署)未必可以處理你就批出特別准許以供在領有有效的公眾娛樂場所牌照(附有電影放映的批署)的處所現場直播(放映影片／進行其他娛樂活動除外)提交的申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Food and Environmental Hygiene Department (FEHD) may not be able to process your application for special permission for live broadcasting (other than exhibition of films/other entertainment activity) on premises holding valid places of public entertainment licence (endorsed with cinematograph displays).

2. 資料受讓人的類別
Class of Transferees

你在本表格上填報的個人資料，可能會為上文第1段所載目的而向其他政府部門及機構披露。

The personal data which you have provided by means of this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above.

3. 查閱個人資料

Access to Personal Data

根據《個人資料（私隱）條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱和改正所提供的個人資料。查閱的權利包括可就在本表格提供的個人資料索取複本。食環署應查閱要求而提供資料時，可能會徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with 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 which you have provided by means of this form. A fee may be imposed for complying with a data access request.

4. 查詢

Enquiries

如對本表格所收集的個人資料有任何查詢，包括查閱及改正資料，可向食環署相關分區環境衛生辦事處的主管人員提出：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the officer in charge of the respective District Environmental Hygiene Offices of FEHD:

港島區及離島區

Hong Kong & Islands

<u>中西區環境衛生辦事處</u> 香港皇后大道中 345 號上環市政大廈 10 樓 電話號碼：2545 0506 傳真號碼：2851 7653	<u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. no.: 2545 0506 Fax no.: 2851 7653
<u>東區環境衛生辦事處</u> 香港鰂魚涌街 38 號鰂魚涌市政大廈 3 樓 電話號碼：3103 7041 傳真號碼：2565 8203	<u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. no.: 3103 7041 Fax no.: 2565 8203
<u>南區環境衛生辦事處</u> 香港香港仔大道 203 號香港仔市政大廈 4 樓 電話號碼：2552 8406 傳真號碼：2873 1608	<u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. no.: 2552 8406 Fax no.: 2873 1608
<u>灣仔區環境衛生辦事處</u> 香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 電話號碼：2879 5760 傳真號碼：2519 6884	<u>Wanchai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. no.: 2879 5760 Fax no.: 2519 6884
<u>離島區環境衛生辦事處</u> 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3644 傳真號碼：2545 2964	<u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. no.: 2852 3644 Fax no.: 2545 2964

九龍區

Kowloon

<u>九龍城區環境衛生辦事處</u> 九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 電話號碼：2715 4608 傳真號碼：2761 0718	<u>Kowloon City District Environmental Hygiene Office</u> 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. no.: 2715 4608 Fax no.: 2761 0718
<u>觀塘區環境衛生辦事處</u> 九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 電話號碼：3102 7375 傳真號碼：2343 6734	<u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. no.: 3102 7375 Fax no.: 2343 6734
<u>旺角區環境衛生辦事處</u> 九龍旺角花園街 123 號 A 花園街市政大廈 6 樓及 7 樓 電話號碼：2749 3627 傳真號碼：2391 5572	<u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. no.: 2749 3627 Fax no.: 2391 5572

<u>深水埗區環境衛生辦事處</u> 九龍深水埗元州街 59 至 63 號元州街市政大廈 8 樓至 10 樓 電話號碼：2748 6943 傳真號碼：2748 6937	<u>Sham Shui Po District Environmental Hygiene Office</u> 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. no.: 2748 6943 Fax no.: 2748 6937
<u>黃大仙區環境衛生辦事處</u> 九龍黃大仙彩虹道 121 號大成街市大樓 3 樓 電話號碼：2997 9005 傳真號碼：2351 5710	<u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. no.: 2997 9005 Fax no.: 2351 5710
<u>油尖區環境衛生辦事處</u> 九龍油麻地寶靈街 17 號官涌市政大廈 3 樓及 4 樓 電話號碼：2302 1301 傳真號碼：2735 5955	<u>Yau Tsim District Environmental Hygiene Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. no.: 2302 1301 Fax no.: 2735 5955

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<u>沙田區環境衛生辦事處</u> 新界沙田鄉事會路 138 號新城市中央廣場第 1 座 12 樓 1201 至 1207 室及 1220 至 1221 室 電話號碼：2634 0136 傳真號碼：2634 0442	<u>Sha Tin District Environmental Hygiene Office</u> Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Rural Committee Road, Sha Tin, New Territories Tel. no.: 2634 0136 Fax no.: 2634 0442
<u>大埔區環境衛生辦事處</u> 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 電話號碼：3183 9111 傳真號碼：2650 1171	<u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. no.: 3183 9111 Fax no.: 2650 1171
<u>北區環境衛生辦事處</u> 新界上水智昌路 13 號石湖墟市政大廈 4 樓 電話號碼：2679 2815 傳真號碼：2679 5695	<u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. no.: 2679 2815 Fax no.: 2679 5695
<u>西貢區環境衛生辦事處</u> 新界將軍澳培成路 38 號西貢將軍澳政府綜合大樓 8 樓 電話號碼：3740 5100 傳真號碼：2792 9937	<u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories, Tel. no.: 3740 5100 Fax no.: 2792 9937
<u>葵青區環境衛生辦事處</u> 新界葵涌興芳路 166 至 174 號葵興政府合署 9 樓 電話號碼：2425 5192 傳真號碼：2480 4023	<u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building., 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. no.: 2425 5192 Fax no.: 2480 4023
<u>荃灣區環境衛生辦事處</u> 新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓 電話號碼：2212 9733 傳真號碼：2414 8809	<u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. no.: 2212 9733 Fax no.: 2414 8809
<u>屯門區環境衛生辦事處</u> 新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓 電話號碼：2451 3113 傳真號碼：2452 6559	<u>Tuen Mun District Environmental Hygiene Office</u> 1/F & 3/F, Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories Tel. no.: 2451 3113 Fax no.: 2452 6559
<u>元朗區環境衛生辦事處</u> 新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓 電話號碼：2920 7605 傳真號碼：2477 5099	<u>Yuen Long District Environmental Hygiene Office</u> 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. no.: 2920 7605 Fax no.: 2477 5099