

Private Columbaria Licensing Board
Application Form for Licence
under the Private Columbaria Ordinance (Cap. 630)

Applicant must read the Application Guide before filling in this application form.

Part I – Particulars of Premises under Application

(1) Address of premises (in English BLOCK letters)

Flat/Room/Shop*		Floor		Block	
Building			Estate/Village*		
No. and name of road/street (if more than one road/street is involved, please specify)					
DD/Lot number (if any)					
Sub-district			District		
<input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Islands					

(2) 處所地址（中文）

室／鋪*		樓		座	
大廈			屋邨／鄉村*		
街道名稱及門牌號碼 (如涉及多於一條街道，請 詳述)					
丈量約份／地段號碼 (如有者)					
分區			地區		
<input type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界 <input type="checkbox"/> 離島					

Please put a “✓” in the appropriate box.

* Please delete where appropriate.

(3) Name of the columbarium (if any)

Chinese

English (in BLOCK letters)

(4) Correspondence address

Correspondence address after the issue of specified instrument (if different from the above)

(5) Is / are any joss paper burner(s) installed or will such facilities be installed?

☐ No

☐ Yes, with details as follows:

☐ Existing joss paper burner(s)

Quantity

Type

Air pollution control measures (if any)

Supporting documents (if any)

☐ Joss paper burner(s) to be installed

Quantity

Type

Air pollution control measures (if any)

Supporting documents (if any)

Please put a “✓” in the appropriate box.

(6) Are any permanent sanitary fitments provided for visitors in the premises or will such facilities be provided?

☐ No

☐ Yes, with details as follows:

☐ Male washroom(s)

Quantity

- Total number of water closets

- Total number of urinals

- Total number of wash hand basins

☐ Female washroom(s)

Quantity

- Total number of water closets

- Total number of wash hand basins

☐ Other washroom(s)

Quantity

(Please specify:

_____)

- Total number of water closets

- Total number of urinals

- Total number of wash hand basins

If additional sanitary fitments are / will be provided for visitors in peak grave sweeping periods, please provide details:

Please put a “✓” in the appropriate box.

(7) Is / are there any retaining wall(s) inside the site boundary or adjoining the columbarium and ancillary facilities?

☐ No

☐ Yes, with details as follows: (Please also mark the location(s) on the proposed layout plan)

Location(s)

(8) Is any food business operated within the site boundary of the columbarium?

☐ No

☐ Yes

Address of the Food Business

Note

Operation of food business is governed by the Public Health and Municipal Services Ordinance (Cap. 132) and its subsidiary legislation. For details of the application for a Food Licence, please browse the website of FEHD at <http://www.fehd.gov.hk/english/licensing/guide.html>

(9) Is / are lift(s) / escalator(s) installed within the site boundary of the columbarium?

☐ No

☐ Yes, with details as follows: (Please also mark the location(s) on the proposed layout plan)

Quantity and location(s)

Please put a “✓” in the appropriate box.

Go to Part II

Part II(A) – Particulars of Applicant (if the applicant is a natural person)

(1) Name of applicant

Chinese

English (in BLOCK letters)

☐ Mr.

☐ Ms.

(2) Tel. No.

(3) Mobile phone No.

(4) Fax No.

(5) Email address of applicant

Email address 1

Email address 2 (*optional*)

(6) Residential address

(7) Information of contact person (*please leave blank if the applicant is also the contact person*)

Name in Chinese

Name in English (in BLOCK letters)

☐ Mr.

☐ Ms.

Position

Tel. No.

Mobile phone No.

Fax No.

Email address

Please put a “✓” in the appropriate box.

Go to Part III

Part II(B) – Particulars of Applicant (if the applicant is a body corporate)

Particulars of body corporate

(1) Name of body corporate

Chinese

English (in BLOCK letters)

(2) Type of body corporate

☐ Limited company

☐ Unlimited company

☐ Body corporate under a *statute*

☐ Others Please specify:

(3) Company Registration No.

(if the applicant is not a limited company, please give other reference information of the body corporate)

(4) Address of office *(registered office if the applicant is a limited company)*

Please put a “✓” in the appropriate box.

**Particulars of the person authorized in writing to act for and on behalf of the body corporate
(Authorized Person)**

(5) Name of the authorized person

Chinese

☐ Mr.

English (in BLOCK letters)

☐ Ms.

**(6) Position held in the body
corporate**

(7) Residential address

(8) Tel. No.

(9) Mobile phone No.

(10) Fax No.

(11) Email address

Email address 1

Email address 2 (*optional*)

Please put a “✓” in the appropriate box.

(12) Information of contact person *(please leave blank if the authorized person is also the contact person)*

Name in Chinese

Name in English (in
BLOCK letters)

☐ Mr.

☐ Ms.

Position

Tel. No.

Mobile phone No.

Fax No.

Email address

Please put a “✓” in the appropriate box.

Go to Part III

Part II(C) – Particulars of Applicant (if the applicant is a partner in a partnership)

Particulars of partnership

(1) Name of partnership

Chinese

English (in BLOCK letters)

(2) Business Registration Certificate No.

(3) Address of the place of business (if applicable)

Particulars of the partner authorized by all partners in the partnership in writing to act for and on behalf of the partnership (Authorized Partner)

(4) Name of the authorized partner

Chinese

☐ Mr.

English (in BLOCK letters)

☐ Ms.

(5) Position held in the partnership

(6) Residential address

(7) Tel. No.

(8) Mobile phone No.

(9) Fax No.

(10) Email address of the authorized partner

Email address 1

Email address 2 (*optional*)

(11) Information of contact person (*please leave blank if the authorized partner is also the contact person*)

Name in Chinese

☐ Mr.

Name in English (in BLOCK letters)

☐ Ms.

Position

Tel. No.

Mobile phone No.

Fax No.

Email address

Please put a “✓” in the appropriate box.

Go to Part III

Part III – Compliance with Requirements for Application

Application Requirements		Compliance with the requirement (Please put a “✓” for “Yes”, “✗” for “No”)	Supporting document(s) is / are attached (Please put a “✓” for “Yes”, “✗” for “No”)	Reference in the Application Guide
(1) The applicant operates, keeps, manages or in any other way has control of the columbarium in Hong Kong or intends to do so.				Part (E) of Chapter 3
(2) The form is signed by the applicant, the authorized person or the authorized partner (<i>where applicable</i>).				Part (E) of Chapter 3
(3) Specified law enforcement action on columbarium	(a) No proceedings for prosecution of an offence under section 20(8) or 21(2) of the Town Planning Ordinance (Cap. 131) have been instituted, whether against the applicant or any other person; or no notice has been served under section 23(1) or (2) of that Ordinance, whether on the applicant or any other person, or, if served, it has been complied with or withdrawn.			Part (F) of Chapter 3
	(b) No order, whether on the applicant or any other person, under section 24(1) of the Buildings Ordinance (Cap. 123) has been served, or, if served, it has been complied with or withdrawn.			Part (F) of Chapter 3

Application Requirements		Compliance with the requirement (Please put a “✓” for “Yes”, “✗” for “No”)	Supporting document(s) is / are attached (Please put a “✓” for “Yes”, “✗” for “No”)	Reference in the Application Guide
(4) Land-related requirements	(a) The operation of the columbarium does not involve unlawful occupation of unleased land.			Item 1 in Part (A) of Chapter 3 and Item (i) in Part (B) of Chapter 8
	(b) The requirements in respect of the columbarium under the lease, under which the columbarium premises are held directly from the Government, are complied with.			Item 1 in Part (A) of Chapter 3 and Item (i) in Part (B) of Chapter 8
(5) Planning-related requirements	The columbarium complies with the Town Planning Ordinance (Cap. 131).			Item 2 in Part (A) of Chapter 3 and Item (ii) in Part (B) of Chapter 8
(6) Building-related requirements	<p>(a) The columbarium complies with the requirements for approval and consent to the commencement of building works under section 14 of the Buildings Ordinance (Cap. 123); or</p> <p>(b) If every building or building works in, on or at the columbarium form the whole, or a part, of a certifiable building, the certifiable building is certified by a qualified professional as structurally safe.</p>			Item 3 in Part (A) of Chapter 3 and Item (iii) in Part (B) of Chapter 8

Application Requirements		Compliance with the requirement (Please put a “✓” for “Yes”, “✗” for “No”)	Supporting document(s) is / are attached (Please put a “✓” for “Yes”, “✗” for “No”)	Reference in the Application Guide
(7) Right to use the columbarium premises	(a) The applicant holds the columbarium premises directly from the Government under a lease.			Item 4 in Part (A) of Chapter 3 and Item (iv)(1) in Part (B) of Chapter 8
	(b) The owner of the columbarium premises has, or all the joint owners or co-owners of the columbarium premises have, given authorization or consent for the premises to be used as a columbarium.			Item 4 in Part (A) of Chapter 3 and Item (iv)(2) in Part (B) of Chapter 8
(8) Plans	<p>The applicant should submit the specified number of printed plans in prescribed format in respect of the licence application.</p> <p>Electronic copies of all plans formatted according to online templates should be provided at the same time.</p> <p>All the proposed plans are certified by a qualified professional under section 25(4) of the Private Columbaria Ordinance (Cap.630) (PCO).</p>			Item (iv) in Part (A) of Chapter 8

Application Requirements		Compliance with the requirement (Please put a “✓” for “Yes”, “✗” for “No”)	Supporting document(s) is / are attached (Please put a “✓” for “Yes”, “✗” for “No”)	Reference in the Application Guide
(9) Management plan	<p>5 identical hardcopies of the management plan covering the following matters:</p> <p>(a) holding capacity for visitors and admission control;</p> <p>(b) traffic and public transport arrangement or management;</p> <p>(c) crowd management;</p> <p>(d) security management;</p> <p>(e) manpower deployment on peak grave sweeping days or periods and other days or periods;</p> <p>(f) contingency plan in the event of fire or other emergency situations;</p> <p>(g) measures to ensure compliance with guidelines and codes of practice issued under sections 95 and 96 of the PCO;</p> <p>(h) financial plan to ensure continuous operation of the columbarium during the validity period of the interment rights sold; and</p> <p>(i) any other matters that the Private Columbaria Licensing Board (PCLB) specifies in the management plan template in the Application Guide.</p>			Item 5 in Part (A) of Chapter 3 and Item (v) in Part (B) of Chapter 8

Application Requirements		Compliance with the requirement (Please put a “✓” for “Yes”, “✗” for “No”)	Supporting document(s) is / are attached (Please put a “✓” for “Yes”, “✗” for “No”)	Reference in the Application Guide
(10) Deed of mutual covenant (if applicable)	Where a deed of mutual covenant is in force in respect of the columbarium premises, the applicant must provide a written legal advice of a legal practitioner(qualified to practise as counsel or to act as a solicitor in Hong Kong) confirming that there is no express restrictive covenant in the deed to the effect that: (a) any use of the premises as a columbarium is prohibited; (b) any commercial use of the premises is prohibited; or (c) only private residential use of the premises is permitted.			Item 6 in Part (A) of Chapter 3 and Item (vi) in Part (B) of Chapter 8
(11) Environmental Impact	The columbarium complies with the environmental protection requirements regarding air, sewerage and noise aspects.			Item 8 in Part (A) of Chapter 3 and Item (ix) in Part (B) of Chapter 8
(12) Fire Safety	The columbarium complies with fire safety requirements.			Item 7 in Part (A) of Chapter 3 and Item (v) in Part (A) of Chapter 8
(13) Electrical and Mechanical Safety	The columbarium complies with the electrical and mechanical safety requirements.			Item 10 in Part (A) of Chapter 3 and Item (vi) in Part (A) of Chapter 8

Application Requirements		Compliance with the requirement (Please put a “✓” for “Yes”, “✗” for “No”)	Supporting document(s) is / are attached (Please put a “✓” for “Yes”, “✗” for “No”)	Reference in the Application Guide
(14) Hygiene	Information on sanitary facilities for visitors and any special arrangement during festive periods is provided in this application.			Item 9 in Part (A) of Chapter 3

Part IV – Other Documents

Documents (Please put a “✓” in the box below if the document is attached)		Reference in the Application Guide
(A) Documents related to a natural person <i>(if the applicant is a natural person)</i>		
<input type="checkbox"/> <input type="checkbox"/>	A copy of the identity document of the applicant (Alternatively, the applicant may choose to come to the Private Columbaria Affairs Office (PCAO) to show the original identity document for checking by the PCAO staff)	Item (i)(1) in Part (A) of Chapter 8
<input type="checkbox"/>	Completed appendix to the application form – “Statement of Particulars of Applicant and Related Persons”	Item (i)(2) in Part (A) of Chapter 8
(B) Documents related to a body corporate <i>(if the applicant is a body corporate)</i>		
<input type="checkbox"/>	A copy of the Certificate of Incorporation under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32)(in force before 2 March 2014) certified as a true copy by the Registrar of Companies; or any other document proving the legal entity of the body corporate	Item (ii)(1) in Part (A) of Chapter 8
<input type="checkbox"/>	A copy of the Notice of Change of Address of Registered Office showing the latest registered address of the company (if applicable)	Item (ii)(2) in Part (A) of Chapter 8
<input type="checkbox"/>	If the applicant is incorporated under Cap. 622 or the former Companies Ordinance, a copy of the latest Annual Return or the Incorporation Form (for new company which has not filed any Annual Return) certified as a true copy by the Registrar of Companies	Item (ii)(3) in Part (A) of Chapter 8
<input type="checkbox"/>	A resolution in writing passed by the Board of Directors to authorize a person to act for and on behalf of the body corporate. It must state the name and identity card number of and the position held by the authorized person	Item (ii)(4) in Part (A) of Chapter 8
<input type="checkbox"/>	Notice of Acceptance of the authorization signed by the authorized person	Item (ii)(5) in Part (A) of Chapter 8
<input type="checkbox"/>	A copy of the Memorandum and Articles of Association of the corporation (for a new company incorporated under Cap. 622, only a copy of the Articles of Association of the company)	Item (ii)(6) in Part (A) of Chapter 8
<input type="checkbox"/>	A copy of the Business Registration Certificate	Item (ii)(7) in Part (A) of Chapter 8
<input type="checkbox"/> <input type="checkbox"/>	A copy of the identity document of the authorized person (Alternatively, the authorized person may choose to come to the PCAO to show the original identity document for checking by the PCAO staff.)	Item (ii)(8) in Part (A) of Chapter 8

<input type="checkbox"/>	A copy of the identity document of any director, manager, secretary or other similar officer of the body corporate	Item (ii)(9) in Part (A) of Chapter 8
<input type="checkbox"/>	(Alternatively, the above director, manager, secretary or other similar officer may choose to come to the PCAO to show the original identity document for checking by the PCAO staff.)	
<input type="checkbox"/>	Completed appendix to the application form – “Statement of Particulars of Applicant and Related Persons”	Item (ii)(10) in Part (A) of Chapter 8
(C) Documents related to a partnership <i>(if the applicant is a partner in a partnership)</i>		
<input type="checkbox"/>	Written authorization signed by all partners in the partnership to authorize one of the partners to make an application for specified instrument under the PCO on behalf of the partnership	Item (iii)(1) in Part (A) of Chapter 8
<input type="checkbox"/>	Notice of Acceptance of the authorization signed by the authorized partner	Item (iii)(2) in Part (A) of Chapter 8
<input type="checkbox"/>	A copy of the identity document of the authorized partner and any other partner in the partnership and any other person concerned in the management of the partnership	Item (iii)(3) in Part (A) of Chapter 8
<input type="checkbox"/>	(Alternatively, the authorized partner and any other partner and any other person concerned in the management of the partnership may choose to come to the PCAO to show the original identity document for checking by the PCAO staff.)	
<input type="checkbox"/>	A copy of the Business Registration Certificate	Item (iii)(4) in Part (A) of Chapter 8
<input type="checkbox"/>	Completed appendix to the application form – “Statement of Particulars of Applicant and Related Persons”	Item (iii)(5) in Part (A) of Chapter 8
(D) Sample of agreement for the sale of interment right		
<input type="checkbox"/>	A sample of the agreement for sale of interment right intended to be used if the licence is granted.	Item (vii) in Part (B) of Chapter 8
(E) Licence application summary <i>(for publication purpose)</i>		
<input type="checkbox"/>	3 identical copies of licence application summary (for publication purpose) in the format specified in the Application Guide to inform the public of the main contents of the application. The PCLB will publish it in any manner that it thinks fit, such as on the internet and allowing public inspection at designated locations.	Item (viii) in Part (B) of Chapter 8

I / The body corporate / All partners in the partnership* prefer(s) to receive future correspondence from the Private Columbaria Licensing Board and relevant parties in the Government in respect of this application in the following language:

- Before issue of specified instrument: Chinese / English*
- After issue of specified instrument: Chinese / English*

I / The body corporate / All partners in the partnership* prefer(s) to collect the specified instrument upon issue by the licensing authority at the following licensing office:

- ☐ **Hong Kong & Islands**
Hong Kong & Islands Licensing Office, 8/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong.
- ☐ **Kowloon**
Kowloon Licensing Office, 4/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon.
- ☐ **New Territories**
New Territories Licensing Office, 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories.

Please put a “✓” in the appropriate box.

*Please delete where appropriate.

I / The body corporate / All partners in the partnership* understand(s) that it is my / our* responsibility to ensure that the operation of columbarium business at the premises under application is in compliance with all legal and Government requirements. I / The body corporate / All partners in the partnership* will seek legal and professional advice if necessary.

I / The body corporate / All partners in the partnership* understand(s) that it is an offence to provide information that is false or misleading in a material particular in, or in connection with, an application made under the PCO in respect of a columbarium or to furnish the Director, an authorized officer or a public officer with information under the PCO knowing that it is false or misleading in a material particular. Having regard to the above, the Private Columbaria Licensing Board may revoke the licence, exemption or temporary suspension of liability in future. Any person who commits the above-mentioned offence(s) under section 99 of the PCO is liable on conviction to a fine of \$500,000 and to imprisonment for 2 years.

I confirm that all the information and supporting documents provided in respect of this application is true and complete.

Date (dd/mm/yyyy)

**Name and Signature of
Applicant (if the applicant is a natural person)
/ Authorized Person / Authorized Partner***

**Hong Kong Identity Card or Travel Document
Number (and Issuing State/Area) of Applicant
(if the applicant is a natural person) /
Authorized Person / Authorized Partner***

Chop of Body Corporate / Partnership*
(if applicable)

* Please delete where appropriate.

How to Submit an Application

Application should be submitted:

(i) by mail to:

Private Columbaria Affairs Office

P.O. Box 23308

Wan Chai Post Office; or

(ii) in person to the Private Columbaria Affairs Office at:

Units 501-502, 5/F, Trade Square, 681 Cheung Sha Wan Road, Cheung Sha Wan, Kowloon

(Please make an appointment by telephoning 2350 7319 before coming in person)

**Collection of Personal Data in Connection with Applications for
Specified Instruments by Private Columbaria
(In accordance with the Personal Data (Privacy) Ordinance)**

Statement of Purpose

(1) Purposes of Collection

The personal data provided by means of this form will be used by the Private Columbaria Licensing Board and relevant staff and public officers for –

- (a) handling applications for specified instruments under the PCO and related matters. These include posting of public notices of the application in such manner as determined by the Private Columbaria Licensing Board and setting out the particulars of the application in the notices; and
- (b) facilitating communication among staff of the Private Columbaria Licensing Board, other government departments and you concerning the operation of your columbarium business.

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Private Columbaria Licensing Board may not be able to process your application.

(2) Class of Transferees

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 Point (1) above. The personal data may also be disclosed to other government departments for law enforcement purposes.

(3) Access to Personal Data

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) Enquiries

Enquiries concerning the application, including the personal data collected by means of this form, should be addressed to the officer in charge of the Licensing Team of the Private Columbaria Affairs Office as below.

**Private Columbaria Affairs Office
Licensing Team**

Telephone number: 2892 2731
Email address: pc_app@fehd.gov.hk
Mail address: P.O. Box 23308
Wan Chai Post Office