

**Private Columbarium  
Summary of Application for Licence  
(For Publication Purpose)**

**Information stated in this application summary is provided by the applicant and has not been verified by the Private Columbaria Licensing Board. It is the responsibility of the applicant to ensure that all the information contained in this application summary is entirely correct.**

**(1) Basic information of the columbarium**

Name of the columbarium : \_\_\_\_\_

Address of the columbarium : \_\_\_\_\_

Year of establishment : \_\_\_\_\_

Name of operator : \_\_\_\_\_

Status of operator : \*land owner / current tenant of the premises (under a lease / tenancy of  
years from \_\_\_\_\_ to \_\_\_\_\_)

**(2) Site information and building arrangement**

This columbarium has a site area of about \_\_\_\_\_ square meters and a total building floor area of about \_\_\_\_\_ square meters. It is composed of:

\_\_\_\_columbarium block(s);

\_\_\_\_joss paper burner(s);

\_\_\_\_refuse storage rooms;

Other buildings which are facilities necessary for or ancillary to the operation of the columbarium (please specify nature and number)\_\_\_\_\_

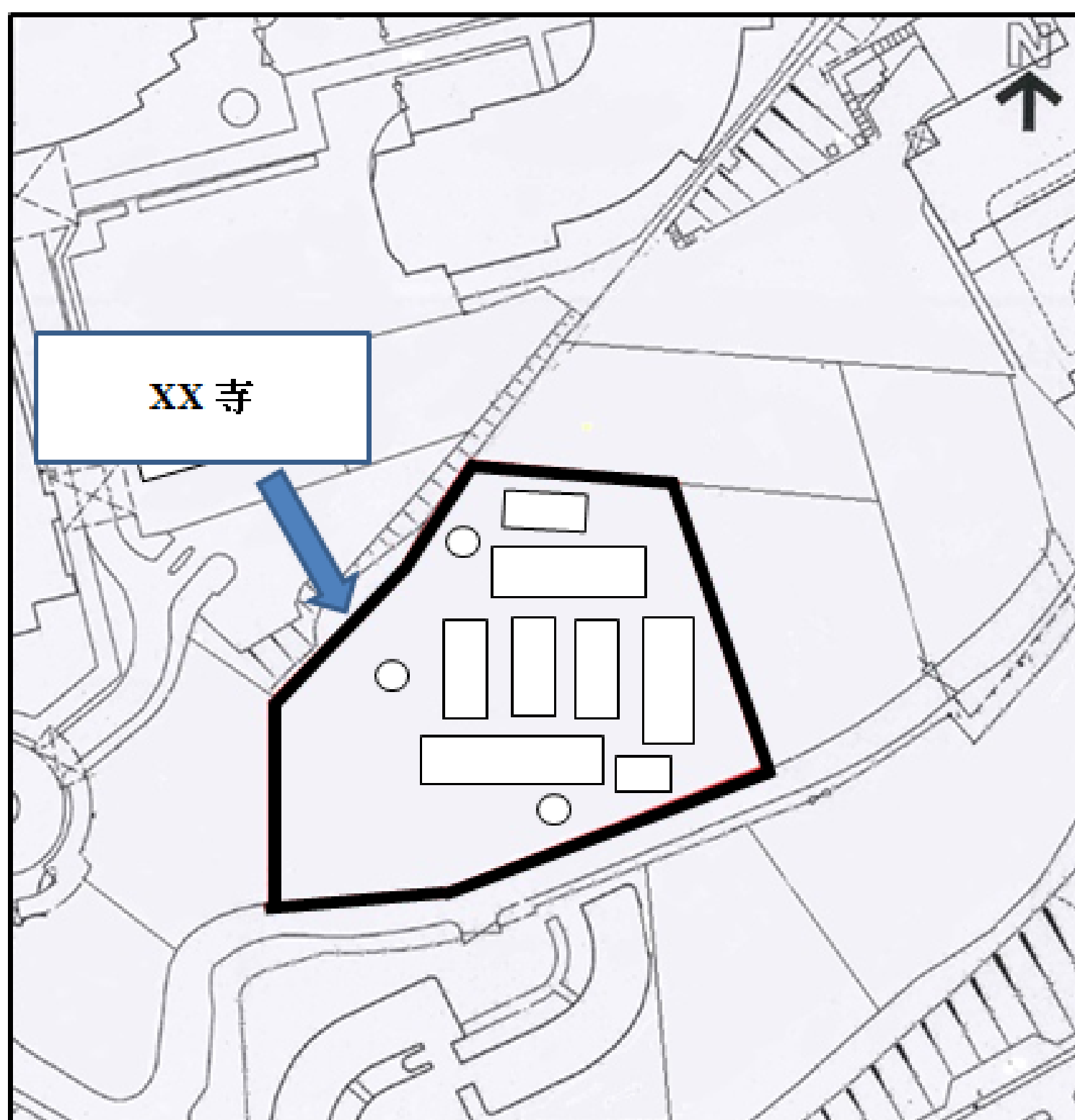
\_\_\_\_\_

Other facilities necessary for or ancillary to the operation of the columbarium (e.g.: parking facilities, loading and unloading facilities) (please specify nature, area and number)\_\_\_\_\_

\_\_\_\_\_

\* Delete where appropriate.

(3) Proposed site plan of the columbarium



LEGEND:  Site boundary.

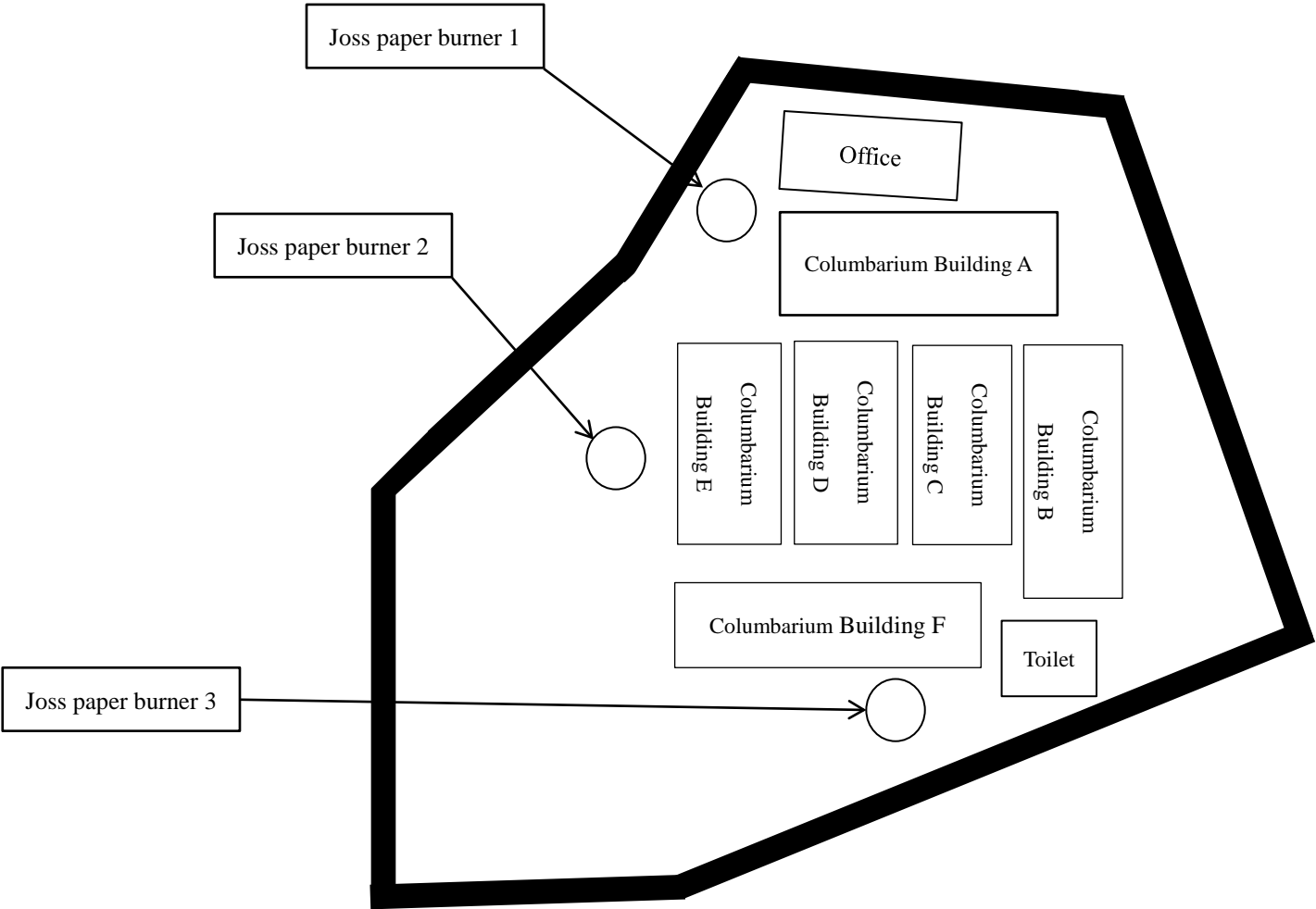
*(Drawn to metric scale)*

Proposed Site Plan (Plan No. 001)

Name of Columbarium : XX 寺

Address : G/F, 1/F, Building A and G/F, Building B-F, Nos. 68-78, XXX Tsuen,  
Yuen Long, N.T.

(4) Proposed layout plan of the columbarium



(Drawn to metric scale)

Proposed Layout Plan (Plan No. 002)

LEGEND:	<div></div>	Site boundary
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Name of Columbarium: XX 寺

Address: G/F - 1/F, Building A and G/F, Building B – F, Nos. 68-78, XXX Tsuen, Yuen Long, N.T.

Ash interment capacity “to be permitted under Licence” (No. of sets of ashes can be interred)	sets of ash
Ash interment quantity at the time of submitting application	sets of ash

I confirm that all the information provided in this summary of application is factually correct and complete.

**Date (dd/mm/yyyy)**

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

**Hong Kong Identity Card No. /  
Travelling document \*:**

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**Body Corporate / Partnership \* Chop  
(if applicable)**

\* Delete where appropriate

**Collection of Personal Data in Connection with Application for  
Licence of Private Columbarium  
(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 a licence under the PCO and related matters. These may 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 yourself 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