

Summary of Application
Involving Application for Revision of Approved Plans in respect of a Private Columbarium
(For Publication Purpose)

Information in this summary of application is provided by the holder of the specified instrument and has not been verified by the Private Columbaria Licensing Board.

It is the responsibility of the holder of the specified instrument to ensure that all the information contained in this summary of application is entirely correct.

(1) Basic information of the columbarium:

Name of the columbarium :

Address of the columbarium :

Type and number of the specified instrument :

_____ [Licence/Exemption (Number: XXXXXXXXXXXXX)]

Holder of the specified instrument :

_____ [Name of the holder of the specified instrument]

(2) Major items of variation in respect of the application for revision of the approved plans:

[To be completed by the holder of the specified instrument/authorised person/authorised partner]

(3) Type of application in respect of the above items of variation:

Application made under section 41 of the Private Columbaria Ordinance to vary the conditions to which the specified instrument is subject

Application made under section 53 of the Private Columbaria Ordinance to make alterations or additions to the columbarium premises

Please put a “✓” in the appropriate box.

(4) Proposed revised plans:

[To be provided by the holder of the specified instrument/authorised person/authorised partner]

Date(dd/mm/yyyy)

Signature of
Holder of the Specified Instrument/Authorised Person*

(Name: _____)

(Hong Kong Identity Card/
Travelling document* Number : _____)

Company Chop
(If the holder of the specified instrument is a company)

* Please delete where appropriate.

**Collection of Personal Data in Connection with
Applications Related to Specified Instruments of 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 application form will be used by the Private Columbaria Licensing Board and relevant staff and public officers for –

- (a) handling applications under the Private Columbaria Ordinance 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 Affairs Office, other government departments and yourself concerning the operation of your columbarium business.

The provision of personal data by means of this application 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 in 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 application form. A fee may be imposed for complying with a data access request by the Private Columbaria Licensing Board.

(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

Mailing address: P.O. Box 80011

Cheung Sha Wan Post Office