

**Application Form for Permission for Alteration or Addition to
the Premises of a Columbarium issued with a Specified Instrument
under Section 53 of the Private Columbaria Ordinance (Cap. 630)**

**(Please Note: This application form must be signed by the holder of
the below-mentioned specified instrument)**

(I) Particulars of the existing specified instrument

Name of the columbarium	<input type="text"/>
Address of the columbarium	<input type="text"/>
Type of the specified instrument	<input type="text"/>
Specified Instrument number	<input type="text"/>
Name of the holder of the specified instrument	<input type="text"/>
Validity period of the specified instrument	<input type="text"/>

(II) Cause for application

Please provide the cause for applying for permission for alteration or addition to the premises of a columbarium in respect of which a specified instrument is issued.

(III) Details of application for permission for alteration or addition to the premises of a columbarium in respect of which a specified instrument is issued (e.g. variation of licensing conditions, revision of approved plans, revision of the approved management plan, etc.)

Please provide the details of the application for permission for alteration or addition to the premises of the above-mentioned columbarium:

Example

I apply for permission for the following alteration or addition to the premises of above-mentioned columbarium:

- (1) Addition of XXX niches in XX Hall, G/F, Block A of the columbarium, with a total increase of ___ sets of ashes that can be interred therein; and
- (2) Alteration of the partition of XX Hall, 1/F, Block B of the columbarium, resulting in a change in the indoor layout.

I submit the following proposed revised documents in respect of the above-mentioned application for permission for alteration or addition:

- (1) **Proposed revised version of the approved layout plan (enclosed at Annex 1);**
- (2) **Proposed revised version of approved floor plans (enclosed at Annex 2);**
- (3) **Proposed revised version of the approved management plan (enclosed at Annex 3);**
- (4) **Proposed variation of the approved ash interment capacity (number of sets of ashes to be interred: _____); and**
- (5) **Proposed variation of the conditions related to the above-mentioned changes.**

(IV) The following information/documents/supporting documents are submitted in addition to the above-mentioned documents in respect of this application.

“Summary of Application” in triplicate ^{Note}

Others, please specify:

I/The body corporate/All partners in the partnership* understand that the proposed revision to the approved plans should be marked in another colour with a brief explanation for the consideration of the Private Columbaria Licensing Board (PCLB) and the distribution by the Private Columbaria Affairs Office to the departments concerned for their necessary action.

Note: The applicant is required to submit the summary of application in triplicate in respect of the application involving revision of the approved plans in accordance with the format specified in **Appendix 2** to the application form (including that the proposed revised site plan and the proposed revised layout plan of the columbarium should be drawn to metric scale, and the paper size of which should not be smaller than A3) for publication purpose, informing the public of the main content of the application. The PCLB will publish the summary in any manner that it thinks fit, such as on the internet and allowing public inspection at designated locations.

Please put a “✓” in the appropriate box(es).

* Please delete where appropriate.

- (1) I/The body corporate/All partners in the partnership* believe that the above-mentioned variation under application, if approved by the PCLB, is necessary or expedient for the better regulation, supervision or control of the columbarium.
- (2) I/The body corporate/All partners in the partnership* understand that if the PCLB finally approves the application filed pursuant to section 53 of the Private Columbaria Ordinance (PCO), the applicant is required to pay the prescribed fee according to items 13 to 15 of Schedule 6 to the PCO, which is currently:
 - (a) HK\$30,550 for permission for alteration or addition to the premises of a columbarium in respect of which a temporary suspension of liability is issued;
 - (b) HK\$46,800 for permission for alteration or addition to the premises of a columbarium in respect of which an exemption is issued; and
 - (c) HK\$59,550 for permission for alteration or addition to the premises of a columbarium in respect of which a licence is issued.

If the approval for the application given by the PCLB involves an increase in the number of niches, ash interment capacity or ash interment quantity which has resulted in a necessary revision to the information on the original specified instrument, the applicant is required, on top of the above-mentioned prescribed fee, to make a payment specified in the relevant provisions of Schedule 6 to the PCO (if applicable). If the fee listed under item 3 of Schedule 6 to the PCO for the “ash interment capacity” (the total maximum number of sets of ashes that may be interred in the columbarium) stated in the new licence is higher than that in the old licence, the licence holder is required to pay the fee difference before obtaining the new licence and the revised approved plans.

I confirm that all the above information (and that in the attachments and/or appendices to this application form) is true and complete.

(If the contact information of the holder of the specified instrument is different from that at the time of the issue of the specified instrument, please complete **Appendix 1** of this form.)

Date (dd/mm/yyyy)

**Name and Signature of Applicant
(Natural person/Authorised Person[^]/Authorised Partner[^])***

Chop of Body Corporate/Partnership*
(If applicable)

* Please delete as appropriate.

[^] If different from that at the time of the issue of the specified instrument, please provide the supporting document certifying the authorisation by the applicant.

Notes for Attention

How to Submit an Application

Application should be submitted:

- (i) by mail to:
Private Columbaria Affairs Office
P.O. Box 80011
Cheung Sha Wan 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, Kowloon
(Please make an appointment by calling 2350 7319 before coming in person.)

IMPORTANT NOTICE

Section 99 of the Private Columbaria Ordinance – Offence of providing false or misleading information

- (1) A person commits an offence if the person –
 - (a) provides information that is false or misleading in a material particular in, or in connection with, an application the person makes under this Ordinance in respect of a columbarium; or
 - (b) furnishes the Director, an authorized officer or a public officer with information under this Ordinance knowing that it is false or misleading in a material particular.
- (2) A person who commits an offence under subsection (1) is liable on conviction to a fine of \$500,000 and to imprisonment for 2 years.

**Part I(A) – Updated Particulars of Applicant
(if the applicant is a natural person)**

(1) Telephone number

(2) Mobile phone number

(3) Fax number

(4) Email address of applicant

Email address 1

Email address 2 (*optional*)

(5) Information of contact person

(please leave blank if the applicant is also the contact person)

Name in Chinese

Name in English
(in BLOCK letters)

Position

Telephone number

Mobile phone number

Fax number

Email address

Please sign on Page 11.

**Part I(B) – Updated 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
Number**

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

(4) Address of office

(Please fill in the registered office address if the applicant is a limited company)

Please put a “✓” in the appropriate box.

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

(5) Name of the authorised person

Chinese

English (in BLOCK letters)

(6) Position held in the body corporate

(7) Residential address

(8) Telephone number

(9) Mobile phone number

(10) Fax number

(11) Email address

Email address 1

Email address 2 (*optional*)

(12) Information of contact person

(please leave blank if the authorised person is also the contact person)

Name in Chinese

Name in English (in BLOCK letters)

Position

Telephone number

Mobile phone number

Fax number

Email address

Please sign on Page 11.

**Part I(C) – Updated 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
Number**

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

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

(4) Name of authorised partner

Chinese

English (in BLOCK letters)

(5) Position held in the partnership

(6) Residential address

(7) Telephone number

(8) Mobile phone number

(9) Fax number

(10) Email address of the authorised partner

Email address 1

Email address 2 (optional)

(11) Information of contact person

(please leave blank if the authorised partner is also the contact person)

Name in Chinese

Name in English (in BLOCK letters)

Position

Telephone number

Mobile phone number

Fax number

Email address

Please sign on Page 11.

Date (dd/mm/yyyy)

Name and Signature of Applicant

(Natural person/Authorised Person[^]/Authorised Partner[^])*

Chop of Body Corporate/Partnership*

(If applicable)

* Please delete as appropriate.

[^] If different from that at the time of the issue of the specified instrument, please provide the supporting document certifying the authorisation by the applicant.

**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: XXXXXXXXXXXX)]

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 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