

**Application for Exemption
under Section 14A of the Private Columnaria Ordinance**

Application Form

Applicant must read Chapter 21 of the Application Guide before filling in this application form.

Part I – Particulars of Premises of Pre-cut-off Columbarium

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

Flat/Room/Shop*	<input type="text"/>	Floor	<input type="text"/>	Block	<input type="text"/>
Building	<input type="text"/>		Estate/Village*	<input type="text"/>	
No. and name of road/street	<input type="text"/>				
<i>(if more than one road/street</i>	<input type="text"/>				
<i>is involved, please specify)</i>	<input type="text"/>				
DD/Lot no. <i>(if any)</i>	<input type="text"/>				
Sub-district	<input type="text"/>		District	<input type="text"/>	

☐ Hong Kong

☐ Kowloon

☐ New Territories

☐ Islands

(2) 處所地址（中文）

室／鋪*	<input type="text"/>	樓	<input type="text"/>	座	<input type="text"/>
大廈	<input type="text"/>		屋邨 / 鄉村*	<input type="text"/>	
街道名稱及門牌號碼	<input type="text"/>				
<i>（如涉及多於一條街</i>	<input type="text"/>				
<i>道，請詳述）</i>	<input type="text"/>				
丈量約份／地段編號	<input type="text"/>				
<i>（如有）</i>					
分區	<input type="text"/>		地區	<input type="text"/>	

☐ 香港

☐ 九龍

☐ 新界

☐ 離島

* Please delete where appropriate.

☐ Please put a “✓” in the appropriate box.

(3) Name of the pre-cut-off columbarium (if any)

Chinese

English (in BLOCK letters)

(4) Correspondence address

Correspondence address after obtaining an exemption (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 there/will there be any permanent sanitary fitments provided for visitors in the premises?

☐ 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:

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

☐ No

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

Location(s)

☐ Please put a “✓” in the appropriate box.

(8) Is there any food business operating 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 business licence, please browse the webpage of the Food and Environmental Hygiene Department (FEHD) at <https://www.fehd.gov.hk/english/licensing/guide.html>.

(9) Is there any lift / escalator 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.

Please complete either Part II(A) or II(B) or II(C) according to the applicant type and proceed to complete Part III and other parts of the form.

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 of applicant

(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.

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 body corporate *(if the body corporate is a limited company, please provide the registered address of the 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)

☐ Mr.

☐ Ms.

(6) Position held in the body corporate

(7) Residential address of the authorised person

(8) Tel. no.

(9) Mobile phone no.

(10) Fax no.

(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)

☐ Mr.

☐ Ms.

Position held in the body corporate

Tel. no.

Mobile phone no.

Fax no.

Email address

☐ Please put a “✓” in the appropriate box.

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

Particulars of partner

(1) Name of partnership

Chinese

English (in BLOCK letters)

(2) Business Registration Certificate no.

(3) Business address of the partnership *(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 the authorised partner

Chinese

☐ Mr.

English (in BLOCK letters)

☐ Ms.

(5) Position held

(6) Residential address of the authorised partner

(7) Tel. no.

(8) Mobile phone no.

(9) Fax no.

(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

☐ Mr.

Name in English (in
BLOCK letters)

☐ Ms.

Position held

Tel. no.

Mobile phone no.

Fax no.

Email address

☐ Please put a “✓” in the appropriate box.

Part III(A) – Compliance with the Requirements for Application for Exemption under section 14A of the Private Columbaria Ordinance (PCO)

Application requirements		Compliance with the requirements (Please put a “✓” for “Yes”, “x” for “No”)	Supporting document(s) attached (Please put a “✓” for “Yes”, “x” 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 authorised person or the authorised partner (<i>whichever 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 under section 24(1) of the Buildings Ordinance (Cap. 123) has been served, whether on the applicant or any other person, or, if served, it has been complied with or withdrawn.			Part (F) of Chapter 3
(4) The columbarium was in operation (with ashes interred in niches therein or interment right sold) before the cut-off time (i.e. 8 a.m. on 18 June 2014).				Item (1) in Part (B)(I) of Chapter 21
(5) The ash interment quantity is limited to that as at the beginning of the enactment date of the PCO (i.e. 30 June 2017).				Item (2) in Part (B)(I) of Chapter 21
(6) No interment right has been newly sold or newly let by the columbarium since the beginning of the enactment date of the PCO.				Item (3) in Part (B)(I) of Chapter 21

Application requirements		Compliance with the requirements (Please put a “✓” for “Yes”, “X” for “No”)	Supporting document(s) attached (Please put a “✓” for “Yes”, “X” for “No”)	Reference in the Application Guide
(7) For the columbarium, (a) the ash interment layout; and (b) the extent of occupation of land as is necessary for, or ancillary to, the operation of the columbarium is limited in extent to that as at the cut-off time.				Item (4) in Part (B)(I) of Chapter 21
(8) Proposed plans	(a) The applicant is required to submit the specified copies of proposed plans in the format as specified in the template; (b) All proposed plans are certified by a qualified professional under section 25(4) of the PCO; and (c) The applicant should provide electronic copies of all plans (saved in the specified format).			Item (2) in Part (C) of Chapter 21
(9) Land-related requirements	(a) The operation of the columbarium does not involve unlawful occupation of unleased land.			Item (5) in Part (B)(I) and Item (4) in Part (C) of Chapter 21
	(b) The requirements in respect of the columbarium under the lease, short-term tenancy or other instrument, under which the columbarium premises are held directly from the Government, are complied with.			

Application requirements		Compliance with the requirements (Please put a “✓” for “Yes”, “X” for “No”)	Supporting document(s) attached (Please put a “✓” for “Yes”, “X” for “No”)	Reference in the Application Guide
(10) 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) and every other requirement specified by the Private Columbaria Licensing Board (PCLB), including requirements relating to design, construction, structure, fire precautions, health, sanitation or safety; or every building or building works in, on or at the columbarium meets the following requirements:</p> <p>(i) the building or building works in, on or at the columbarium form the whole, or a part, of a certifiable building;</p> <p>(ii) the certifiable building is certified to be structurally safe by a qualified professional; and</p> <p>(iii) any works required by the PCLB have been carried out.</p>			Item (6) in Part (B)(I) and Item (5) in Part (C) of Chapter 21

Application requirements		Compliance with the requirements (Please put a “✓” for “Yes”, “X” for “No”)	Supporting document(s) attached (Please put a “✓” for “Yes”, “X” for “No”)	Reference in the Application Guide
	<p>(b) If requirement (a) is not met, the columbarium must comply with the following requirements:</p> <p>(i) the non-compliant structures necessary for, or ancillary to, the operation of the columbarium concerned are structures certifiable for a pre-cut-off columbarium; and</p> <p>(ii) the structures certifiable for a pre-cut-off columbarium are certified by a qualified professional as structurally safe, and any works required by the PCLB have been carried out.</p>			

Application requirements		Compliance with the requirements (Please put a “✓” for “Yes”, “X” for “No”)	Supporting document(s) attached (Please put a “✓” for “Yes”, “X” for “No”)	Reference in the Application Guide
(11) Right-to-use-the premises-related requirements	(a) The applicant holds the columbarium premises directly from the Government under a lease.			Item (7) in Part (B)(I) and Item (6) in Part (C) of Chapter 21
	(b) If requirement (a) is not met, the applicant should prove that he/she has the right to continue to use the premises for no less than five years from the effective date of the exemption. (Applicants should note that it will take time for the PCLB to vet and consider their applications. The processing time will also be affected by the time taken by the applicants to fully comply with all the application requirements. Hence, applicants must make sure that they still have the right to use the premises for no less than five years after the completion of the processing.)			
	(c) The owner of the columbarium premises has, or all the joint owners or co-owners of the columbarium premises have, given authorisation or consent for the premises to be used as a columbarium.			
(12) Fire-safety-related requirements	The columbarium complies with the fire safety requirements for private columbaria.			Item (8) in Part (B)(I) and Item (7) in Part (C) of Chapter 21

Application requirements		Compliance with the requirements (Please put a “✓” for “Yes”, “X” for “No”)	Supporting document(s) attached (Please put a “✓” for “Yes”, “X” for “No”)	Reference in the Application Guide
(13) Environmental-protection-related requirements	The columbarium complies with the environmental-protection-related requirements on air pollution, drainage facilities/ sewage processing and noise control.			Item (9) in Part (B)(I) and Item (8) in Part (C) of Chapter 21
(14) Electrical-and-mechanical-safety-related requirements	The columbarium complies with the electrical and mechanical safety requirements for private columbaria.			Item (10) in Part (B)(I) and Item (9) in Part (C) of Chapter 21
(15) Environmental-hygiene-related requirements	Information on sanitary facilities for visitors and special arrangements for festive periods have been attached to the application.			Item (11) in Part (B)(I) of Chapter 21
(16) Register-on-niches-related requirements <i>(only applicable to pre-cut-off columbaria with interment right sold before the enactment date of the PCO and the right not exercised or only partially exercised)</i>	(a) If the interment right was sold before the beginning of the enactment date of the PCO and has not been exercised, the applicant should submit a register on niches in the specified form of the template in Annex NE4 and submit an electronic copy in Excel format.			Item (10) in Part (C) of Chapter 21
	(b) If the interment right was sold before the beginning of the enactment date of the PCO and has only been partially exercised, the applicant should submit a register on niches in the specified form of the template in Annex NE5 and submit an electronic copy in Excel format.			
(17) Religious-ash-pagodas (RAPs)-related requirements <i>(only applicable to columbaria with RAP applications)</i>	The applicant has provided information on the RAPs in the specified form in the proposed plan.			Item (11) in Part (C) of Chapter 21

Application requirements		Compliance with the requirements (Please put a “✓” for “Yes”, “X” for “No”)	Supporting document(s) attached (Please put a “✓” for “Yes”, “X” for “No”)	Reference in the Application Guide
As at the date on which the “Private Columbaria (Amendment) Ordinance 2025” came into operation (i.e. 30 May 2025)				
(18) The licence application is still being processed	The licence application submitted to the PCLB by the applicant in respect of the pre-cut-off columbarium is still being processed (i.e. the licence application has not been determined, refused or withdrawn).			Item (1) in Part (B)(II) of Chapter 21
(19) Not located in a “Residential (Group A)” zone or district on an approved plan	The pre-cut-off columbarium is not located in a “Residential (Group A)” zone or district on a draft plan, approved plan or partly approved plan made in accordance with the Town Planning Ordinance.			Item (2) in Part (B)(II) of Chapter 21
(20) Planning application	The planning application in respect of the pre-cut-off columbarium has been accepted or granted by the Town Planning Board, regardless of whether any other planning application in respect of the columbarium that has been refused; or no planning application in respect of the columbarium has been refused by the Town Planning Board.			Item (3) in Part (B)(II) of Chapter 21

**Part III(B) – Items Requiring Confirmation in the Application for Exemption
under Section 14A of the PCO**

Items		(Please put a “✓” for “Yes”, “✗” for “No”)	Reference in the Application Guide
(1) Building-related items	The information and documents submitted for the original licence application ¹ are applicable for use in this application for exemption.		Item (5) in Part (C) of Chapter 21
(2) Environmental-protection-related items	The environmental-protection-related facilities and their operations within the scope of this application for exemption are the same as those in the original licence application.		Item (8) in Part (C) of Chapter 21

¹ The original licence application refers to the licence application in respect of a pre-cut-off columbarium submitted between 30 December 2017 and 29 March 2018.

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 body corporate <i>(if the applicant is a body corporate)</i>		
<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 authorise a person to act for and on behalf of the body corporate, in which the name and identity card number of and the position held by the authorised person must be stated	Item (ii)(4) in Part (A) of Chapter 8
<input type="checkbox"/>	Notice of acceptance of the authorisation signed by the authorised person	Item (ii)(5) 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"/>	A copy of the identity document of the authorised person (Alternatively, the authorised person may go to the Private Columbaria Affairs Office (PCAO) and 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 (Alternatively, the above director, manager, secretary or other similar officer may go to the PCAO and show the original identity document for checking by the PCAO staff.)	Item (ii)(9) in Part (A) of Chapter 8
<input type="checkbox"/>	Completed Appendix to Annex 2 – “Statement of Particulars of Applicant and Related Persons”, which should be attached to the application form	Item (ii)(10) in Part (A) of Chapter 8

☐ Please put a “✓” in the appropriate box.

(B) Documents related to a partnership <i>(if the applicant is a partner in a partnership)</i>		
<input type="checkbox"/>	Written authorisation signed by all partners in the partnership to authorise one of the partners to make an application for exemption 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 authorisation signed by the authorised partner	Item (iii)(2) in Part (A) of Chapter 8
<input type="checkbox"/>	A copy of the Business Registration Certificate	Item (iii)(4) in Part (A) of Chapter 8

(C) Application summary for exemption <i>(for promulgation)</i>		
<input type="checkbox"/>	3 identical copies of application summary for exemption (for promulgation) in the format specified in the template at <u>Annex NE3</u> to inform the public of the main contents of the application. The PCLB will promulgate the summary in ways which it thinks fit, e.g. publishing on the Internet or making it available for inspection by the public at specified locations.	Item (3) in Part (C) of Chapter 21

☐ Please put a “✓” in the appropriate box.

- (1) I / The body corporate / All partners in the partnership* would like to receive future correspondence from the PCLB and relevant government departments in respect of this application in the following language:
- Before issue of exemption: Chinese / English*
 - After issue of exemption: Chinese / English*
- (2) I / The body corporate / All partners in the partnership* will collect the exemption 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 delete where appropriate.

☐ Please put a “✓” in the appropriate box.

- (3) I / The body corporate / All partners in the partnership* understand(s) that it is my responsibility / the responsibility of the body corporate / all partners in the partnership* 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.
- (4) 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 of Food and Environmental Hygiene, an authorised officer or a public officer with information under the PCO knowing that it is false or misleading in a material particular. The PCLB may consequently 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 two years.
- (5) I confirm that all information and supporting documents provided in respect of this application are true and complete.

Date (dd/mm/yyyy)

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

**Hong Kong Identity Card / Travel Document*
Number (and Issuing Country/Region) of Applicant
(if the applicant is a natural person) /
Authorised Person / Authorised Partner***

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

* Please delete where appropriate.

How to submit an application

Applications 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, Cheung Sha Wan, Kowloon
(Please make an appointment by phone at 2530 7319 before going in person).

**Collection of Personal Data in Connection with
Applications for Exemptions by Private Columbaria
(Processing 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 (PCLB) and relevant staff and public officers for –

- (a) handling applications for exemptions under the Private Columbaria Ordinance and related matters, including posting of public notices of the application in such manner as determined by the PCLB and setting out the particulars of the application in the notices; and
- (b) facilitating communication among staff of the PCLB, 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 PCLB 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 Paragraph (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 your personal data provided in accordance with section 18, section 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 by the PCLB 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 80011
Cheung Sha Wan Post Office