

**Application for Permission to Use the  
Central Government Offices (CGO) Compound for Public Meetings/Processions**

- [Notes : (1) This application form is to be used to seek the permission from the Director of Administration to use the CGO compound for a public meeting, or a public procession, irrespective of the number of persons involved.
- (2) This application should reach the Director of Administration at least two clear working days prior to the event, either by fax, by hand or by post.
- (3) Interested groups who intend to hold public meetings of more than 50 persons, or public processions of more than 30 persons, inside the CGO compound are required to observe the provisions of the Public Order Ordinance, Cap. 245 as regards notification of the event.
- (4) This application does not exempt you from seeking permission from other related authorities where the activity so required.
- (5) The personal data collected in this application form will be used to process your application and will also be passed to the Police to enable their advice to be sought as to law enforcement and security measures. It is obligatory to supply the data failing which your application will not be processed. You have the right to access and correct the data you have supplied. Any such request should be made to Senior Executive Officer (Common Services) at Room 705, 7/F, West Wing, Central Government Offices, 11 Ice House Street, Central, Hong Kong.

To : Director of Administration  
[Attn: Senior Executive Officer (Common Services)]

Address : Room 705, 7/F, West Wing, Central Government Offices  
11 Ice House Street,  
Central, Hong Kong

Fax No.: 2845 2091 Telephone No.: 2810 2009

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**Undertaking**

If this application is granted, I, being the person at the scene in charge of the public meeting/procession, hereby declare that I agree to abide by the conditions annexed hereto in addition to any other conditions imposed, for example, under the Public Order Ordinance. I understand that if I fail to abide by the conditions imposed, such failure will be taken into account in considering any future applications for permission to use the CGO compound for public meetings/processions.

Signature and Official Chop : \_\_\_\_\_

Name of Person in Charge of the Public Meeting/Procession : \_\_\_\_\_

Date : \_\_\_\_\_

**Details of Applicant**

- (1) Name of Organisation : \_\_\_\_\_
- (2) Name of Person in Charge at the Public Meeting/Procession : \_\_\_\_\_
- (3) Correspondence Address : \_\_\_\_\_
- (4) Contact Telephone No. : \_\_\_\_\_
- (5) Fax No. : \_\_\_\_\_

**Details of the Public Meeting/Procession**

- (6) Date of the public meeting/procession : \_\_\_\_\_
- (7) Time of the public meeting/procession inside the CGO compound : from \_\_\_\_\_ hours to \_\_\_\_\_ hours
- (8) Purpose of the public meeting/procession : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (9) Number of participants : \_\_\_\_\_
- (10) Number of marshals : \_\_\_\_\_
- (11) The eminent person(s) giving a speech at the scene : \_\_\_\_\_  
\_\_\_\_\_
- (12) Any platform to be built at the scene (If so, state the size of the platform. Please note that the height of the platform shall not exceed 2 metres)  
\_\_\_\_\_  
\_\_\_\_\_
- (13) Apparatus to be used in the public meeting/procession :  
Size and quantity of banners : \_\_\_\_\_  
Quantity of loudspeakers : \_\_\_\_\_  
Quantity of posters for display : \_\_\_\_\_  
Others (Please specify) : \_\_\_\_\_
- (14) Activities to be held at the public meeting/procession : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditions as to the Use of the  
Central Government Offices (CGO) Compound for Public Meetings/Processions**

1. Use of the CGO compound is subject to the following conditions –
  - (i) the event is held inside the specified area and the participants enter the CGO compound and disperse at the specified times on the specified date;
  - (ii) the person who organises the event or, if he is not present, a person nominated by him to act in his place to be present throughout the meeting and procession;
  - (iii) good order and public safety shall be maintained throughout the meeting and procession;
  - (iv) any amplification device to be used is controlled in such a manner to avoid disturbance to others;
  - (v) no money is collected by participants during the course of event;
  - (vi) no hawking activity to be carried out by any participants during the course of event;
  - (vii) smoking is prohibited during the course of event;
  - (viii) participants shall not stand or place any items on the flagstaff platform inside the CGO compound during the course of event;
  - (ix) no posters, banners, or other objects/notices to be fixed on the walls of any building or perimeter fence, or any locations outside the specified area, inside the CGO compound. Any posters, banners or objects/notices brought by the participants must be removed after the event; and
  - (x) the area will be cleaned by the participants at the end of the event.
2. No damage or danger shall be caused to the property of the Government of the Hong Kong Special Administrative Region or any person or property therein.
3. The person organising the event shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region against any expense, liability, loss, claim or proceedings arising from or in connection with the activities in association with the public meeting/procession.
4. No obstruction shall be caused to anyone using the property and/or to any public officer on duty there.
5. Approval to use the CGO compound for public meetings/processions given may be withdrawn at any time without any prior notice. Neither the Government of the Hong Kong Special Administrative Region, nor any of its employees shall be liable for any claim for damages or losses arising from the withdrawal of the approval.
6. CGO compound will be closed when Tropical Cyclone Warning Signal No. 8 or higher, or Black Rainstorm Warning Signal is issued and remains valid.