Application for Permission to Use the East Wing Forecourt of the Central Government Offices (CGO) at Tim Mei Avenue, Tamar for Public Meetings/Processions

[Notes : (1) This application form is for seeking the permission from the Director of Administration to use the East Wing Forecourt of the CGO for a public meeting/ 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 East Wing Forecourt 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 the applicant 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)1 at Rm 306, 3/F, Central Government Offices (East Wing), 2 Tim Mei Avenue, Tamar, Hong Kong.

To : Director of Administration
[Attn: Senior Executive Officer (Common Services)1]

Address : Rm 306, 3/F,
Central Government Offices (East Wing),
2 Tim Mei Avenue,
Tamar, Hong Kong.

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

Total Pages : _____ including this cover sheet

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 East Wing Forecourt of the CGO 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 East Wing Forecourt of the CGO: 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 :

_____

_____

_____

Annex

Conditions as to the Use of the East Wing Forecourt of the Central Government Offices (CGO) at Tamar for Public Meetings/Processions

1. Use of the East Wing Forecourt of the CGO is subject to the following conditions :

   (i) the event shall be held inside the specified area and the participants shall enter the East Wing Forecourt and disperse at the specified time 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 is required to be present throughout the meeting and procession;

   (iii) good order shall be maintained throughout the meeting/procession and where necessary, participants shall assist the police to ensure public safety;

   (iv) any amplification device to be used is controlled in such a manner to avoid disturbance to others;

   (v) participants shall not solicit money donation from others during the course of event;

   (vi) no hawking activity is 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 East Wing Forecourt during the course of event;

   (ix) no posters, banners, or other objects/notices to be fixed on the walls of any buildings and facilities as well as places inside the East Wing Forecourt. 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 shall be caused to the property of the Government of the Hong Kong Special Administrative Region nor danger to 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 East Wing Forecourt for public meeting/procession 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. The East Wing Forecourt will be closed when Tropical Cyclone Warning Signal No. 8 or higher, or Black Rainstorm Warning Signal is issued and remains valid.