

**Applications for Permission to Use
the East Wing Forecourt of the Central Government Offices at Tim Mei Avenue,
Tamar for Public Meetings/Processions and Submission of Petition Letters**

Central Government Offices at Tamar

The Central Government Offices (CGO), located at Tamar, is government property and the land on which it occupies has been allocated to the Director of Administration, who is required to manage the area and premises in a safe, clean and proper manner. The CGO is not a public place and access to it is permitted only with the prior consent of the Director of Administration.

Use of East Wing Forecourt for Public Meetings/Processions

2. The Administration recognizes and accepts the need to facilitate public expression of opinions whilst maintaining the orderly and effective operation of the CGO. To strike a balance between these considerations, the East Wing Forecourt of the CGO is open to the public on Sundays and public holidays from 10:00 a.m. to 6:30 p.m. for holding public meetings / processions upon application to the Director of Administration and the latter's approval. Applications can be submitted in accordance with the application procedures set out in paragraphs 3-6 below.

Application procedures

3. Under the Public Order Ordinance (Cap. 245), a public meeting of more than 50 persons and a public procession of more than 30 persons must be notified to the Commissioner of Police. 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 notify the Commissioner in accordance with the Ordinance.

4. Access to the East Wing Forecourt is permitted only with the prior consent of the Director of Administration. Applications for holding a public meeting / public procession inside the East Wing Forecourt, irrespective of the number of persons involved, should be submitted to the Director of Administration using the relevant application form. The duly completed application form should be forwarded to the Director of Administration by email, by fax, by hand, or by post, and should reach the Director of Administration at least two clear working days prior to the event. The applicant will be notified of the result within these two clear working days.

5. Any request to enter the East Wing Forecourt to express opinions or conduct public activities will be handled as follows -

- (a) the Director of Administration will seek advice from the Police as to potential threat to public order and public safety which may arise should such request be granted; and
- (b) once the Director of Administration gives permission for access to specified areas within the East Wing Forecourt the areas will become public places under the Public Order Ordinance during the specified hours.

6. Copies of this guidance notes and application form can be obtained by calling 2810 2009 or downloaded from the Administration Wing's website at https://www.admwing.gov.hk/eng/public_service/EWForecourt.htm

Submission of Petition Letters outside East Wing Forecourt

7. Members of the public can submit petition letters to the Government on a section of the pavement of the Tim Mei Avenue, outside the East Wing Forecourt. The arrangements in paragraph 3 above should also be observed, where applicable.

Administration Wing