

Guidelines on permit application for holding fund-raising activities, sporting competitions, public meetings or making public speeches in country parks or special areas

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Website:http://www.afcd.gov.hk/english/permit/permit_cou/files/Event_Application_CPD1E_200812.doc

Sub: Permit application for public meeting

- (1) Applications can be made 6 months in advance of the activity at the earliest, and must reach the Agriculture, Fisheries and Conservation Department (AFCD) at least 3 working days before the activity day. Applications made after the event will not be accepted. If more than one application regarding the same venue for the same period is received, the AFCD will process the applications on a first-come-first-served basis.
- (2) In order to process the application promptly, information mentioned in Part C of the application form must be provided when submitting the application.
- (3) Permits are not necessary for organizing picnics, barbecues, hiking, training, nature appreciation guided-tours, or camping activities at designated sites, etc. However, if such activities involve public speech making, ceremonies or the use of large sound equipment, permits have to be applied for.
- (4) Country parks are for public enjoyment, and applicants should as far as possible avoid constructing or erecting shelters. If there is a need to do so, this should be indicated specifically on the application form, specifying the design of the proposed shelters and providing information on their size, number, design and location to be erected. In general, each shelter should not cover an area exceeding 10 m². Applicants may refer to Annex I for common types of shelters. If the AFCD's on-site staff find that the size, number, design and location of erection of such shelters are different from those specified on the application form, they may demand the applicant to remove the shelters concerned. The AFCD reserves the right to take legal action against the applicant for any discrepancy.
- (5) Applicants should as far as possible avoid displaying signs, notices, posters, banners or advertisements. If there is a need to display such items which are larger than A3 size, this should be indicated specifically on the application form. Banners or signs may only be hung at the main entrance or the main activity venue, and must not be

hung on trees. Application for display of items purely for commercial advertising purposes will not be approved. In general, all display items should not exceed the size of 1 m X 4 m. If the AFCD's on-site staff find that the size, number and location of display of such items are different from those specified on the application form, they may demand the applicant to remove the items concerned. For items smaller than A3 size, the applicant is free to post them during the activity time within the venue. However, the AFCD's staff, with regard to the situation, reserves the right to demand the applicant to modify the content of the items posted or remove them.

- (6) Applicants should as far as possible avoid constructing or erecting backboards or platforms, or installing sound equipment. If there is a need to do so, this should be indicated specifically on the application form, specifying the design of the proposed structures/equipment and providing information on their size, number and location to be erected/installed. In general, backboards should not exceed the size of 3 m X 5 m, and platforms 2 m X 3 m.
- (7) Applicants must submit a layout plan of the venue, indicating the position of any shelter, poster, banner, advertisement, sound equipment, table, chair, machinery, reception counter, first aid post, support post, temporary toilet, etc. The layout plan should be as detailed as possible to facilitate vetting. All items/structures must be positioned according to the layout plan. However, AFCD's staff may demand the applicant to change the position of the items with regard to the situation at site on the activity day.
- (8) If there is a need to bring vehicles or bicycles into country parks, this must be indicated specifically when submitting the application. If the details of vehicles to be used could not be confirmed when applying the event permit, the applicant should submit a written application for bringing vehicles into country parks before the event day. Vehicles over 5.5 tonnes are not allowed to enter country parks. Applicants should also as far as possible avoid applying for permission to bring vehicles or bicycles into the following country park areas:
 - Tai Mong Tsai Road beyond Pak Tam Chung Barrier;
 - between Shing Mun Fung Shui Woodland and Tai Po Kau Nature Reserve;
 - between Twisk Management Centre and Tai Lam Chung Management Centre;
 - Tracks inside Lung Fu Shan Country Park.
- (9) Applications will be considered on their own merits, taking into account the location and time of the activity and its impact on other visitors. Activities containing the following features will in principle not be approved:
 - covering too large area, involving too many participants and venue being in popular barbecue/camping sites;
 - competitive in nature at seriously eroded trails;
 - lasting for too long and to be held during peak hours;

- using large sound equipment and musical instruments causing annoyance to others;
 - seriously affecting other visitors' enjoyment of country parks;
 - being too close to other permitted activities;
 - damaging the natural environment, affecting the growth of plants, and blocking or contaminating any streams, pools or ponds; and
 - nature of activity being incompatible with the natural environment of countryside.
- (10) Permission of the activity does not mean the organizers have the exclusive right to use the activity area. General public and government vehicles are free to use the venue as well.
- (11) After the issue of a permit, request for amendment of information provided on the application form will be regarded as a new application. The applicant should submit a written request 3 working days before the activity day for consideration of the amendment. A regular permit fee will be charged upon approval.
- (12) Successful applicants will be notified by fax or by telephone. They are required to come to the AFCD's Headquarters (6/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon) within 5 working days upon notice to pay the relevant fees and collect the permits. Permission for the applications will be revoked if the applicants fail to pay the relevant fees within the specified period. Note: Permission must be sought before holding activities inside Country Park.
- (13) Permit fees are payable upon collection of permits at the following rates: \$520 for each event; \$317 for each shelter; and \$250 each month (or for a period less than a month) for the display of any sign, notice, poster, banner or advertisement. The fees are subject to adjustment without prior notice. Permit fees paid will NOT be refunded under any circumstances.
- (14) Information about permitted activities, including the location, date and time may be uploaded to AFCD's website for public inspection. If the applicant considers that some of the information should not be made available on our website, he should specifically indicate this and give justifications for our consideration when submitting the application.
- (15) Applicants issued with AFCD's activity permits still need to apply for other permits required by law. They should check for themselves whether they need to approach other government departments such as the Water Supplies Department or the Hong Kong Police Force in respect of the activities.
- (16) Applicants must observe closely the conditions listed on the activity permits and they have the responsibility to remind all participants, workers and volunteers of the

conditions. The AFCD reserves the right to revoke any permits issued and person(s) violating the Country Parks and Special Areas Regulations may be liable to prosecution.