

Important Notice

Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [[Please refer to the list of acceptable proof of address](#)]

Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [GovHK](#) or by submitting [the specified form](#) (“Change of Personal Particulars or Vehicle Particulars”).

Mail items with insufficient postage

Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [[Please note the latest details about postage rates by Hongkong Post](#)]

Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 2891 1001.

大嶼山封閉道路通行許可證申請表格
LANTAU CLOSED ROAD PERMIT APPLICATION FORM

填寫前請參閱附頁的「須知事項」。請以正楷填寫各項資料。
Please read the Notes for Application (Notes) attached before completing this form. Please complete all items in BLOCK LETTERS.

請在適當括號加上“✓”號。
Please “✓” in the appropriate brackets.

本欄不必填寫 FOR OFFICIAL USE ONLY

O	
P	

Receiving Officer's Signature _____

申請人資料 PARTICULARS OF APPLICANT

1. 姓名/名稱 Full Name	() 個人名義 Individual	先生/太太/女士 中文 (In Chinese)				
		Mr./ Mrs./ Ms. (In English)				
		香港身份證號碼 H.K. Identity Card No.				
	() 公司/機構名義 Company / Organisation	中文 (In Chinese)				
		(In English)				
		商業登記證號碼/公司註冊證書/非香港公司註冊證明書/公司更改名稱證書/註冊非香港公司變更名稱註冊證明書/社團註冊證明書 Business Registration Certificate No. / Certificate of Incorporation / Certificate of Registration of Non-Hong Kong Company / Certificate of Change of Name / Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company / Certificate of Registration of a Society				
2. 聯絡方法 Contact Details	聯絡人姓名 Name of Contact Person	聯絡電話 Telephone No.	傳真號碼 Fax No.			
	電郵地址 E-mail Address					
3. 地址 Address Lantau Address	大嶼山地址 Lantau Address	<table border="1"> <tr> <td>室 Flat / Room</td> <td>樓 Floor</td> <td>座 Block</td> </tr> </table>	室 Flat / Room	樓 Floor	座 Block	如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤。 Please clearly indicate the floor level for an address written in Chinese to avoid failure of delivery.
	室 Flat / Room	樓 Floor	座 Block			
	大廈/屋苑名稱 Name of Building / Estate					
	門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village)					
	地區 District					
	申請人與地址證明持有人的關係 Relationship between the applicant and the address proof holder					
	() 本人 Myself () 夫妻 Spouse					
	() 父母/兒女/兄弟姐妹 Parent/ Child/ Sibling () 同居者 Cohabitant					
	() 僱主/僱員 Employer/Employee					
	() 其他關係 (請註明) Other relationship (Please specify):					
<p>「注意：如申請人為大嶼山南部居民或商戶，請參閱須知事項的第 A4 段；如申請人並非地址證明的持有人，請參閱須知事項的第 A5 段」 (Note: If the applicant is a resident or business operator on South Lantau, please refer to Part A4 of the Notes; If the applicant is not the address proof holder, please refer to Part A5 of the Notes.)</p>						

7. 車輛登記號碼及種類 Vehicle Registration Mark & Class	車輛登記號碼及種類 Vehicle Registration Mark & Class	保留 Retain	新增 Add	刪減 Delete	與登記車主關係 Relationship with the registered vehicle owner
	1.	()	()	()	
	2.	()	()	()	
	3.	()	()	()	
	4.	()	()	()	
	5.	()	()	()	
	6.	()	()	()	

如有需要，請附另頁說明。若申請人為大嶼山南部居民／商戶，而登記車主並非申請人，請參閱須知事項第 A5 段並提供所指明之證明文件。
Use separate sheet if necessary. If the applicant is the resident or business operator on South Lantau and the vehicle(s) concerned is not registered under the name of the applicant, please refer to Part A5 of the Notes and provide the supporting documents specified therein.

如申請使用的車輛多於一部，請列明車輛的安排（包括每部車輛的用途及使用時間）。運輸署只簽發有限數目的大嶼山封閉道路通行許可證，請把所有車輛分組，以便運輸署考慮為每組車輛簽發一張大嶼山封閉道路通行許可證。
如使用車輛屬長度（包括負載物）逾 12 米的車輛，請列明有關原因，及夾附證明文件副本。
If there is more than one proposed vehicle, please specify the vehicle deployment (including the use(s) and the time of use for each vehicle). TD will only issue a limited number of Lantau Closed Road Permits. Please arrange the vehicles in groups so that TD can consider issuing a Lantau Closed Road Permit to each group of vehicles.
If the vehicle (included loading) is over 12 metres in length, please specify the reason for such deployment and provide a copy of supporting document.

如有需要，請附另頁說明。Use separate sheet if necessary.

聲明 DECLARATION

據本人所知所信，以上填報各項資料均屬真確。本人明白如明知而作出虛假的陳述，根據香港法例第 374 章道路交通條例第 111 條第 3 款的規定，本人可被判罰 5,000 元及監禁 6 個月。本人承諾，如上文填報各項詳情有任何更改，定必會立即以書面通知運輸署。

本人已閱讀附頁的「須知事項」，並同意遵守有關規定。

本人聲明，於申請表第 7 項列出的車輛已獲其車主同意使用作申請相關許可證之用（適用於申請人並非第 7 項列出的車輛的車主）。

(如適用)本人委託 _____ (代理人姓名)，即身分證明文件號碼 _____ 的持有人為代理人，代表本人提交及處理本申請，包括領取相關牌照、許可證及／或其他文件。
(註：如申請表提供的資料曾作修改，申請人須在旁加簽作實。)

I declare that to the best of my knowledge and belief, the information given above is true and correct. I understand that if I knowingly make any statement which is false in a material particular, I shall be liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and to imprisonment for 6 months. I undertake to notify the Transport Department in writing immediately upon any change in the particulars given above.

I have read the "Notes for Application" attached to this form, and agree to comply with the requirements concerned.

I declare that consent has been obtained from the owner(s) of the vehicle(s) listed in item 7 of the application form for permit application (applicable to applicant who is not the owner of the vehicle(s) listed in item 7).

(If applicable) I hereby appoint _____ (name of agent), holder of identity document number _____ as the agent to submit and handle this application on my behalf, including the collection of related licence, permit and/or other documents.
(Note: If the information provided in this application form is amended, applicant shall sign next to the amended part for verification.)

申請人簽名(及公司／機構蓋章)

Signature of Applicant (and Company / Organisation Chop)

日期

Date

如以公司／機構名義申請，須由該公司所指定的授權人士簽署及加蓋該公司印章。

The form must be signed by a person authorised by the company / organisation and stamped with the company/organisation's chop for application in the name of a company / organisation.

須知事項 Notes for Application

大嶼山南部的道路為**封閉道路**。在大嶼山封閉道路行駛的車輛，必須持有有效的『**大嶼山封閉道路通行許可證**』。車輛必須遵守大嶼山封閉道路通行許可證上及運輸署發出相關批准信上所載的使用條件限制。

The roads on South Lantau are designated as **closed roads**. Vehicles running on the closed roads on South Lantau are required to possess valid **Lantau Closed Road Permits** and are subject to the usage conditions as stated in the Lantau Closed Road Permits and the relevant approval letters issued by TD.

(A) 申請大嶼山封閉道路通行許可證必須提交的文件 Documents Required to be Submitted

申請人在遞交申請表格時，須連同下列所需相關文件的**清晰副本**。運輸署在審批期間，有可能要求申請人提交有關文件的正本或額外文件，以證明申請人有實際需要前往大嶼山封閉道路。

Applicants shall submit the application form together with a **clear photocopy** of the following required documents. Applicants may be asked to produce the original documents or additional documents to prove the genuine need to access closed roads on South Lantau during the assessment.

必要文件 Necessary documents

1. 有關車輛的有效登記文件。
The valid vehicle registration document(s) of the vehicle(s) concerned.
2. 申請人的香港身份證 (如以個人名義申請)。
The applicant's Hong Kong Identity Card (for application in the name of a person).
3. 申請人之商業登記證／公司註冊證書／非香港公司註冊證明書／公司更改名稱證書／註冊非香港公司變更名稱註冊證明書／社團註冊證明書 (如以公司／機構名義申請)。
The applicant's Business Registration Certificate / Certificate of Incorporation / Certificate of Registration of Non-Hong Kong Company / Certificate of Change of Name / Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company / Certificate of Registration of a Society (for application in the name of a company / organisation).

4. 如申請人為大嶼山南部居民或商戶，請提交**以下**其中一項由最近三個月發出位於大嶼山南部的有效地址證明文件：

- (1) 電力公司發給閣下及顯示該地址的賬單；或
- (2) 差餉物業估價署發給閣下及顯示該地址的賬單；或
- (3) 土地註冊處發給閣下及顯示該地址的證明文件，證明申請人是該地段的業權擁有人，並連同該地段的照片、地段索引圖以指示該地段的確實位置及有關地段的規劃或發展圖則(如適用)；或
- (4) (如申請人為該地址的租戶)顯示該地址及其中一張由最近三個月發出的租單及已加蓋印花的租約；
(如上述地址證明文件並非以閣下名義登記，請提交與該地址登記人的關係證明及提交有關證明文件副本，如指定式樣的業主授權書等。)

If the applicant is a resident or business operator on South Lantau, please provide any one of the **following** valid address proof document issued within the last 3 months:

- (1) A bill issued to the applicant by the electricity company which shows the address; or
- (2) A bill issued to the applicant by the Rating and Valuation Department which shows the address; or
- (3) The land search document issued by Land Registry to the applicant showing the applicant's address and that he / she is the owner of the land lot, together with photographs of the land lot, a Lot Index Plan to indicate its exact location and the development plan of the land lot (if applicable); or
- (4) (If the applicant is the tenant of the address) Stamped tenancy agreement and a rental receipt issued within the last 3 months;
(If the above address proof document is not in the name of the applicant, please provide proof of relationship between the registered user and the applicant with supporting document, such as owner's authorisation letter in the specified form.)

5. 若申請人為大嶼山南部居民／商戶，而申請人並非地址證明的持有人或登記車主，申請人須符合運輸署可接納與地址證明持有人或登記車主的關係(包括:夫妻、父母/兒女/兄弟姐妹、同居者、僱主/僱員等)，並提供有效及可獲接納的正式文件以證明申報的關係，如結婚證明書、出世紙等(詳情請見下表)。申請人亦需提交由該地址證明持有人或／及登記車主簽署的指定式樣授權書及其身份證明文件副本。

If the applicant is a resident or business operator on South Lantau and the address proof document or vehicle(s) concerned is not registered under the name of the applicant, the applicant must meet the relationship requirement with the address proof holder or registered vehicle owner (e.g. spouse, parent/child/sibling, cohabitant, employer/employee, etc) and provide valid and acceptable relationship document(s) such as Marriage Certificate, Birth Certificate. (see the table below). The applicant also needs to provide the address proof holder and/or registered vehicle owner's signed authorisation letter(s) in the specified form and a copy of their identity documents.

以下為申請人與地址證明持有人或／及登記車主之間可接納的關係證明：

Acceptable documents proving the applicant's relationship with the address proof holder and/or registered vehicle owner:

<u>可接納的關係 Acceptable Relationship</u>	<u>證明文件類別 Relationship Document</u>
夫妻 Spouse	結婚證書 Marriage Certificate
父母／兒女／兄弟姐妹 Parent/ Child/ Sibling	出生證書 Birth Certificate
同居者 Cohabitant	水電費賬單／銀行賬單 Utility Bill / Bank Statement
僱主／僱員 Employer/Employee	僱傭合約 Employment Contract
其他關係(需視乎審查結果) Other relationship (Subject to the assessment result)	誓詞 (包括關係及申請原因) Oath (including the relationship and reason for application)

其他可能需要的證明文件 Other supporting documents that may be required

6. 視乎實際需要及具充足理由下，以單一地址登記的三層式村屋之家庭可申請最多三張許可證(即上限為每一分層一張)，申請人必須為該地址證明持有人的家人(包括夫妻、父母／兒女／兄弟姐妹)，並須提供該三層式村屋的外部照片及有效和可獲接納的正式文件以證明申報的關係(例如結婚證明書、出世紙等)和證明在該地址居住(例如申請人名下的水電費賬單或銀行賬單等)，同時亦須提供由該地址證明的持有人支持有關申請的同意書。
Subject to the genuine needs and justifications, families living in a 3-storey village house registered at a single address is allowed to apply for a maximum of three Lantau Closed Road Permits (i.e. a maximum of one permit for each storey). The applicant must be a family member of the address proof holder (including the spouse, parent/child/sibling) and must provide exterior pictures of the 3-storey village house, valid and acceptable documentary proof to support the declared relationship (e.g. marriage/birth certificate) and residency (e.g. utility bill or bank statement issued to the applicant), together with a consent letter from the address proof holder supporting the application.
7. (如申請人為大嶼山南部商戶) 最近 6 個月內已獲雙方蓋印或簽署的經營合約、施工通知、收發單據或送貨單。若提供收發單據或送貨單，則需提供共 12 張(每月兩張)。單據上必須列明進出大嶼山南部的交易詳情，包括但不限於貨物內容、送貨日期、送貨地址、收貨人簽署／公司蓋印、大嶼山南部商戶公司蓋印等，以證明有實際需要前往大嶼山封閉道路。
(If the applicant is a business operator on South Lantau) Business contract with both parties' signatures or company chops, works orders, invoices or delivery notes in the last 6 months. If you provide invoices or delivery notes, you need to provide a total of 12 invoices/delivery notes (i.e. 2 for each month) detailing the transaction carried out on South Lantau, including but not limited to details of the delivery items, delivery date, delivery address, name and signature/ company chop of the recipient and South Lantau business operator's company chop to prove the genuine need to access closed roads on South Lantau.
8. 如搬運大型貨物或搬屋等申請，請提交送貨單、屋主於大嶼山南部的地址證明及屋主的申請信。
For application for transporting bulky goods or house removal, etc., please provide the delivery order, house owner's proof of address on South Lantau and application letter from the house owner.
9. 工程／服務合約文件 (包括開工及完工日期、工程項目、工程地點及在大嶼山南部進行工程／服務的時間表)。
Documents of works / service contract (including commencement and completion dates, works items, works location and timetable of the works / services to be carried out on South Lantau).
10. 相關政府部門批出／公司發出最近 3 個月的相關證明文件或合約的證明文件，以證明該合約仍然生效。
Document from the relevant government department / company issued within the last 3 months indicating that the relevant contract is still in force.
11. 假如有關工程與上次申請相同，請提交工程進度證明、未能完工原因以及預計完工日期。
If the works are the same as those in a previous application, please submit progress report, reason for delay and target completion date.
12. 如工程／服務內容涉及提供電力或斜坡等緊急維修，請提交政府部門／相關機構的證明文件，如由機電工程署發出的註冊證明書。
If the works / services involve emergency maintenance of electricity, slope etc., please provide documentary proof from the relevant government department(s), e.g. a certificate issued by the Electrical and Mechanical Services Department etc.
13. 地政總署批准在大嶼山南部興建村屋之批准書。
The approval letter issued by the Lands Department for construction of village house on South Lantau.
14. 由政府部門發出的文件證明申請人或申請人提供服務的客戶已獲批進行／經營有關活動／業務。
Document(s) issued by the government department(s) to prove that the applicant or his/her client has obtained approval for carrying out the business/activity concerned.
15. 最近與受僱公司簽訂之僱員合約或由受僱公司發出的證明信件，以證明申請人受僱於有關公司。
Recent employment contract signed with the employer company or certification letter issued by the employer company showing that the applicant is still employed by the company concerned.
16. 最近 3 個月內公司註冊處發出的證明文件以證明申請人是公司董事(如適用)。
Document issued by the Companies Registry in the last 3 months to prove that the applicant is still the company director (if applicable).
17. 最近 6 個月內的醫生證明文件以證明 (1) 有關病者之病況不適宜乘搭公共交通工具 (包括的士) 及 (2) 需要治療時間或覆診日期。
Medical certificate issued in the last 6 months: (1) to certify that the patient is not suitable to take any kind of public transport (including taxi) and (2) to certify the duration of treatment or date(s) of medical appointment.
18. 婚禮舉辦日期之證明文件，如婚禮請柬或婚姻登記處發出之證明文件，及於大嶼山南部的地址證明。
Documentary proof of date of wedding, such as invitation card or certificate issued by the Marriage Registry, and proof of address on South Lantau.
19. 殮葬證明文件，如死亡證及殮葬單據。
Documentary proof of a funeral, such as a death certificate and funeral receipt.
20. 如因遺失大嶼山封閉道路通行許可證而需要申請大嶼山封閉道路通行許可證複本，請提交由警務處發出的報失證明文件。
In the event that the application is for a duplicate Lantau Closed Road Permit where the Lantau Closed Road Permit is lost, please provide the loss report issued by the police.
21. 其他由運輸署要求的文件，以證明有實際需要前往大嶼山封閉道路。
Other document(s) requested by TD to prove the genuine need to access the closed roads on South Lantau.

(B) 注意事項
Notes for Attention

1. 若以合資格單一地址登記的三層式村屋申請額外許可證，除地址證明持有人本人申請的大嶼山封閉道路通行許可證屬非臨時許可證外，其家人申請的大嶼山封閉道路通行許可證一律為臨時許可證，以定期審視有關需要。而日後當其家人遷出該住址或以大嶼山南部其他地址申請大嶼山封閉道路通行許可證時，必須把現有大嶼山封閉道路通行許可證交回運輸署註銷。除上述申請外，每個大嶼山南部住宅／商業單位只可用作申請一張大嶼山封閉道路通行許可證。
For using an eligible 3-storey village house registered with a single address to apply for an extra Lantau Closed Road Permit, except for the long-term Lantau Closed Road Permit applied by the address proof holder, all permits applied by the family members are temporary Lantau Closed Road Permits where their needs will be subject to regular review. When the family members move out of the address or apply for the permit with another address on South Lantau in future, they must return the existing Lantau Closed Road Permit to TD for cancellation. Except for this type of application, each dwelling unit / shop on South Lantau may only be used to apply for one Lantau Closed Road Permit.
2. 一般而言，大嶼山南部居民只可以私家車或電單車申請許可證，以方便進出大嶼山南部。至於在大嶼山南部營商的商戶，運輸署會考慮其以公司名義為輕型貨車申請許可證，以作運載貨物之用。
In general, South Lantau residents are only allowed to apply the Permit with Private Car or Motorcycle. As for South Lantau business operators, the Transport Department will consider application submitted in the name of the company with the Light Goods Vehicle for the purpose of transporting goods.
3. 續領申請只適用非臨時大嶼山封閉道路通行許可證，並必須在現有大嶼山封閉道路通行許可證有效日期屆滿 2 年內提交，否則會被視作新申請處理。續領安排不適用於臨時許可證。
Application for renewal is only applicable to **non-temporary** Lantau Closed Road Permit. Renewal application of the permit must be made within 2 years after the expiry of the current permit, otherwise it will be treated as a new application. The renewal arrangement is not applicable to temporary permits.
4. 簽發大嶼山封閉道路通行許可證的收費為：首簽每年\$900 或每月\$75 及續領每年\$660 或每月\$55。如申請使用日期不足 1 個月，亦會收取 1 個月的費用。如持證人需要更改車牌號碼／使用日期／車輛種類或其他已領取許可證上的資料，持證人須再次繳付相關的許可證費用，已繳付的許可證費用，將不獲退還。
The fee for the issue of a Lantau Closed Road Permit is: First Issue \$900 per annum or \$75 per month; Renewal \$660 per annum or \$55 per month (any part of a month counting as one month). If the permit holder needs to update the vehicle registration number, date of use, vehicle class or any other information shown on the collected permit, he / she is required to pay the permit fee again. The paid permit fee is not refundable.
5. 大嶼山封閉道路通行許可證乃根據道路交通 (車輛登記及領牌) 規例第 49 條的規定簽發，該等許可證並無授權車輛駛入根據道路交通(交通管制)規例第 28 條第 (1) 款予以暫時封閉的道路。
The Lantau Closed Road Permit is issued under the provision of Regulation 49 of the Road Traffic (Registration and Licensing of Vehicles) Regulations. It does not authorise entry into a road temporarily closed by virtue of Regulation 28(1) of the Road Traffic (Traffic Control) Regulations.
6. 如任何駕駛執照持有人/登記車主曾向運輸署署長提供的姓名、地址或身分證明文件有所改變，他/她須在改變出現後 72 小時內以書面方式或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長，並需提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 2,000 元。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人/登記車主亦須將現有的駕駛執照正本(如持有)、駕駛教師執照正本(如持有)、車輛登記文件正本(如持有)、車輛牌照(如持有)及自訂登記號碼分配證明書(如持有)送交運輸署署長，以作修改。
If a change occurs in the name, address or identity document of a driving licence holder/registered owner previously provided to the Commissioner for Transport, the driving licence holder/registered owner shall, **within 72 hours** of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form (TD559) with the proof of change. Any person who without reasonable cause contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered owner shall also provide the Commissioner for Transport with the existing original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certificate of Allocation of Personalised Registration Mark (if applicable) for amendment.
7. 運輸署署長可要求給予改變通知的駕駛執照持有人／登記車主，在要求當日起 14 日內提供有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 2,000 元。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人／登記車主亦須將現有的駕駛執照正本 (如持有)、車輛登記文件正本 (如持有) 及／或駕駛教師執照正本 (如持有) 送交運輸署署長。
The Commissioner for Transport may request a driving licence holder / registered owner who has given the Commissioner for Transport a notification of change of particulars to provide the proof of change **within 14 days** from the day on which the request is made. Any person who without reasonable cause contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder / registered owner shall also provide the Commissioner for Transport with the existing original driving licence (if applicable), original vehicle registration document (if applicable), and / or original driving instructor's licence (if applicable).

(C) 簽發條件
Conditions of Issue

1. 獲發許可證的車輛的駕駛者必須持有相關車輛類別的有效香港正式駕駛執照。
Driver of vehicles issued with Lantau Closed Road Permit must hold a valid full Hong Kong driving licence of the relevant vehicle class.
2. 大嶼山封閉道路通行許可證不得轉讓。
The Lantau Closed Road Permit is not transferable.
3. 每張大嶼山封閉道路通行許可證同一時間只可供一部車輛使用。
Each Lantau Closed Road Permit can only be used on ONE vehicle at a time.
4. 使用大嶼山封閉道路通行許可證時，大嶼山封閉道路通行許可證的**正本**必須展示在車頭盡可能近行車證的位置；大嶼山封閉道路通行許可證影印本會被視作無效。
The **original copy** of the Lantau Closed Road Permit must be displayed on the front of the vehicle as near as possible to the vehicle licence when the permit is in use. Photocopy of the Lantau Closed Road Permit is considered invalid.
5. 大嶼山封閉道路通行許可證並不適用於根據道路交通(交通管制)規例第 28 (1) 條實施封閉的道路。
The Lantau Closed Road Permit does not apply to a road closed by virtue of regulation 28(1) of the Road Traffic (Traffic Control) Regulations.
6. 在各段禁區時間內，大嶼山封閉道路通行許可證不得作為進入大嶼山禁區之用。
During prohibited hours, the Lantau Closed Road Permit cannot be used for entering prohibited zone(s) on the Lantau Island.
7. 大嶼山封閉道路通行許可證並無授予任何泊車特權。
The Lantau Closed Road Permit does not confer any parking privilege.
8. 該車輛如用作商業用途(包括但不限於出租或取酬)，不論持證人是否知情，運輸署均可撤銷其大嶼山封閉道路通行許可證。
Commercial utilisation of the vehicle (including but not limited to hire or reward), whether or not such use is known by the permittee, may result in the Lantau Closed Road Permit being revoked.
9. 運輸署對簽發大嶼山封閉道路通行許可證有絕對酌情權。許可證是給予持證人特權(並非權利)，而運輸署有酌情決定權，可隨時予以撤銷而無需給予任何理由。
A Lantau Closed Road Permit is issued at the absolute discretion of TD. It is a privilege (not right) extended to the permittee and may be revoked at any time at the discretion of TD without giving any reason.
10. 政府及運輸署不會對因簽發大嶼山封閉道路通行許可證而引起的損失負上任何法律責任。
The Government and TD do not accept any legal liability for any loss arising from the issue of the Lantau Closed Road Permit.
11. 許可證為香港特別行政區政府財產，持證人必須在要求下將許可證交回運輸署(九龍聯運街三十號旺角政府合署七樓運輸署新界分區辦事處)。
The Lantau Closed Road Permit is the property of the Government of the Hong Kong Special Administrative Region and must be returned by the permittee to TD (NT Regional Offices, Transport Department, 7/F, Mongkok Government Offices, 30 Luen Wan Street, Kowloon) when requested to do so.
12. 如有遺失大嶼山封閉道路通行許可證，請向任何一間警署報失並將有關的報失資料呈交運輸署。
In the event that the Lantau Closed Road Permit is lost, please report the loss to a police station and forward the loss report to TD.
13. 為方便查核，在一般情況下請勿將大嶼山封閉道路通行許可證過膠。
Please do not laminate the Lantau Closed Road Permit under normal circumstances for ease of verification.
14. 必須遵守於大嶼山封閉道路通行許可證及批准信上所載列的其他條件。
You must comply with other conditions specified in the Lantau Closed Road Permit and the approval letter.

(D) 更改事項
Change of Particulars

申請表格內各項資料如有變更，須在 72 小時內以書面通知運輸署，否則可能影響下次大嶼山封閉道路通行許可證的申請。
Any change in the particulars in respect of the application should be notified to the Transport Department in writing within 72 hours of the change. Otherwise, the next Lantau Closed Road Permit application may be affected.

(E) 遞交申請方法

Methods of Submission of Application

1. 填妥的申請表格，須連同一切有關的證明文件的清晰副本，傳真至 2381 3799 或 2398 7430 或 3153 2338 或郵寄至九龍旺角聯運街 30 號旺角政府合署七樓運輸署新界分區辦事處。為免重覆，切勿同時傳真及郵寄。信封面請註明「申請大嶼山封閉道路通行許可證」。若郵件郵資不足，香港郵政會收取欠資及相關費用。運輸署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達運輸署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[請參閱郵費的詳情- <http://www.hongkongpost.hk/>]

The completed application form should be submitted together with clear copies of all supporting documents by fax at 2381 3799 or 2398 7430 or 3153 2338 or by mail to Transport Operations (NT) Division, Transport Department, 7/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon. **To avoid duplication, please do not mail and fax the same application.** Please mark "Application for Lantau Closed Road Permit" on the envelope. Underpaid mail items are subject to surcharge by Hongkong Post. TD will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to TD, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [Please note details about postage - <http://www.hongkongpost.hk/>]

2. 申請須於大嶼山封閉道路通行許可證預計使用日或大嶼山封閉道路通行許可證到期日前三個月內至三個星期前遞交。運輸署收到申請後，會在 5 個工作天內發出確認信。在一般情況下，運輸署會在收齊相關及所需文件起計 15 個工作天內完成處理申請或要求申請人提供額外資料。

Application should be submitted up to 3 months to 3 weeks prior to the date of intended use or the Lantau Closed Road Permit expiry date. TD will issue acknowledgement letter within 5 working days upon receipt of an application, and will normally complete processing an application or require the applicant to provide additional information within 15 working days upon receipt of all relevant and necessary documents.

3. 運輸署會以書面通知申請人申請結果。如申請獲批准，申請人須帶同批准信及有關車輛的有效登記文件副本，前往香港牌照事務處領取大嶼山封閉道路通行許可證。大嶼山封閉道路通行許可證收費詳情請參閱本須知的第 B3 段。香港牌照事務處的服務時間及地址如下：

地址： 香港金鐘道 95 號統一中心 3 樓

辦公時間： 星期一至五，上午 9 時至下午 5 時 (公眾假期除外)

TD will inform the applicant of the result in writing. If his / her application is approved, the applicant is required to bring the approval letter and a copy of valid vehicle registration document(s) to the Hong Kong Licensing Office to collect the Lantau Closed Road Permit. Please refer to Part B3 of this Notes for details of permit fees. The service hours and address of the Hong Kong Licensing Office are as follows:

Address: 3/F, United Centre, 95 Queensway, Hong Kong.

Office hours: 9.00 a.m. to 5.00 p.m. Monday to Friday (except public holidays)

4. 除大嶼山封閉道路通行許可證批准信的特別註明外，**非臨時**大嶼山封閉道路通行許可證可在香港牌照事務處續期。申請人須攜同已填妥的申請表格、香港身份證／商業登記證／公司註冊證書／非香港公司註冊證明書／公司更改名稱證書／註冊非香港公司變更名稱註冊證明書／社團註冊證明書副本、車輛的有效登記文件副本、距今不超過三個月的地址證明 (請參閱本須知的第 A4 段)、現有的大嶼山封閉道路通行許可證副本。

Unless otherwise specified in the approval letter of the Lantau Closed Road Permit, **non-temporary** Lantau Closed Road Permits may be renewed in the Hong Kong Licensing Office. The applicant should bring along the duly completed application form, a copy of Hong Kong Identity Card / Business Registration Certificate / Certificate of Incorporation / Certificate of Registration of Non-Hong Kong Company / Certificate of Change of Name / Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company / Certificate of Registration of a Society, a copy of valid vehicle registration document, address proof issued not more than 3 months from now (please refer to Part A4 of this Notes) as well as a copy of the current Lantau Closed Road Permit.

5. 如欲郵遞申請續領**非臨時**大嶼山封閉道路許可證，請於現有的大嶼山封閉道路通行許可證屆滿日期前四個月內以掛號信寄香港金鐘道九十五號統一中心三樓運輸署香港牌照事務處，並連同填妥的申請表格、有關的證明文件及**應繳費用(只接受支票，請劃線並註明『香港特別行政區政府』為收款人)**一併寄交運輸署。運輸署收到申請及有關文件後，如同意申請人需要前往封閉道路，會在 10 個工作天內將大嶼山封閉道路通行許可證以掛號信寄回給你。請在支票背面寫上你的姓名、身分證明文件號碼首 4 個字(包括英文字母及數字) 及日間聯絡電話。

Non-temporary Lantau Closed Road Permits may be renewed by post. You may apply for renewal of the Lantau Closed Road Permit within four months prior to the expiry date of the current Lantau Closed Road Permit. Please send the completed application form by registered mail to the Hong Kong Licensing Office of TD at 3/F, United Centre, 95 Queensway, Hong Kong together with supporting documents and **the fee payable (payment should be made by cheque and the cheque should be crossed and made payable to "The Government of the Hong Kong Special Administrative Region")**. Upon receipt of the application together with the documents, if TD is satisfied that the applicant has the need to access the closed road(s), a Lantau Closed Road Permit will be posted to you by registered mail in 10 working days. Please write down your name, first four characters / digits of your identity document number and daytime contact telephone number on the back of the cheque.

(F) 查詢 Enquiries

如有查詢，請致電顧客服務熱線 1823。

For enquiries, please call the customer service hotline at 1823.

(G) 關於你個人資料的說明 Notes about Your Personal Data

收集目的 Purposes of Collection

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：
The personal data provided by means of this form will be used by the Transport Department for the following purposes:
 - a) 辦理有關審批你在本表格中所提出的申請的事務；
activities relating to the processing of your application in this form;
 - b) 辦理有關交通及運輸的事務；
activities relating to traffic and transport matters;
 - c) 方便運輸署與你聯絡；及
facilitating communication between the Transport Department and yourself; and
 - d) 根據香港法例第 374 章道路交通（車輛登記及領牌）規例附表 9，許可證持有人的姓名將會列在許可證上。
The name of the permit holder will be entered on the permit in accordance with Schedule 9 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Chapter 374, Laws of Hong Kong).
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。
It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

獲轉交資料的部門／人士 Classes of Transferees

3. 你透過本表格所提供的個人資料可能會向下列人士／部門公開：
The personal data you provided by means of this form may be disclosed to:
 - a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
other government departments, bureaux and related organisations for the purposes mentioned in paragraph 1 above; and
 - b) 隧道公司及青馬管理有限公司，以便該等機構執行與交通及運輸有關的法定職責。
tunnel companies and Tsing Ma Management Limited for execution of their statutory duties in traffic and transport matters.

索閱個人資料 Access to Personal Data

4. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。
You have a right of access and correction with respect to personal data as provided for in sections 18 and 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 provided by this form.

查詢 Enquiries

5. 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，應寄往：
九龍旺角聯運街 30 號旺角政府合署七樓運輸署新界分區辦事處運輸主任／離島 2 收
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
Transport Officer / Islands 2, Transport Operations (NT) Division, Transport Department, 7/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon.