

**Private Columbarium
Summary of Application for Exemption
(For Publication Purpose)**

Information stated in this application summary is provided by the applicant and has not been verified by the Private Columbaria Licensing Board. It is the responsibility of the applicant to ensure that all the information contained in this application summary is entirely correct.

(1) Basic information of the columbarium

Name of the columbarium : _____

Address of the columbarium : _____

Year of establishment : _____

Name of operator : _____

Status of operator : *land owner / current tenant of the premises (under a lease / tenancy of
years from _____ to _____)

(2) Site information and building arrangement

This columbarium has a site area of about _____ square meters and a total building floor
area of about _____ square meters. It is composed of:

____ columbarium block(s);

____ joss paper burner(s);

____ refuse storage rooms;

Other buildings which are facilities necessary for or ancillary to the operation of the columbarium (please
specify nature and number) _____

Other facilities necessary for or ancillary to the operation of the columbarium (e.g.: parking facilities,
loading and unloading facilities) (please specify nature, area and number) _____

* Delete where appropriate.

(3) Proposed site plan of the columbarium



LEGEND:  Site boundary.

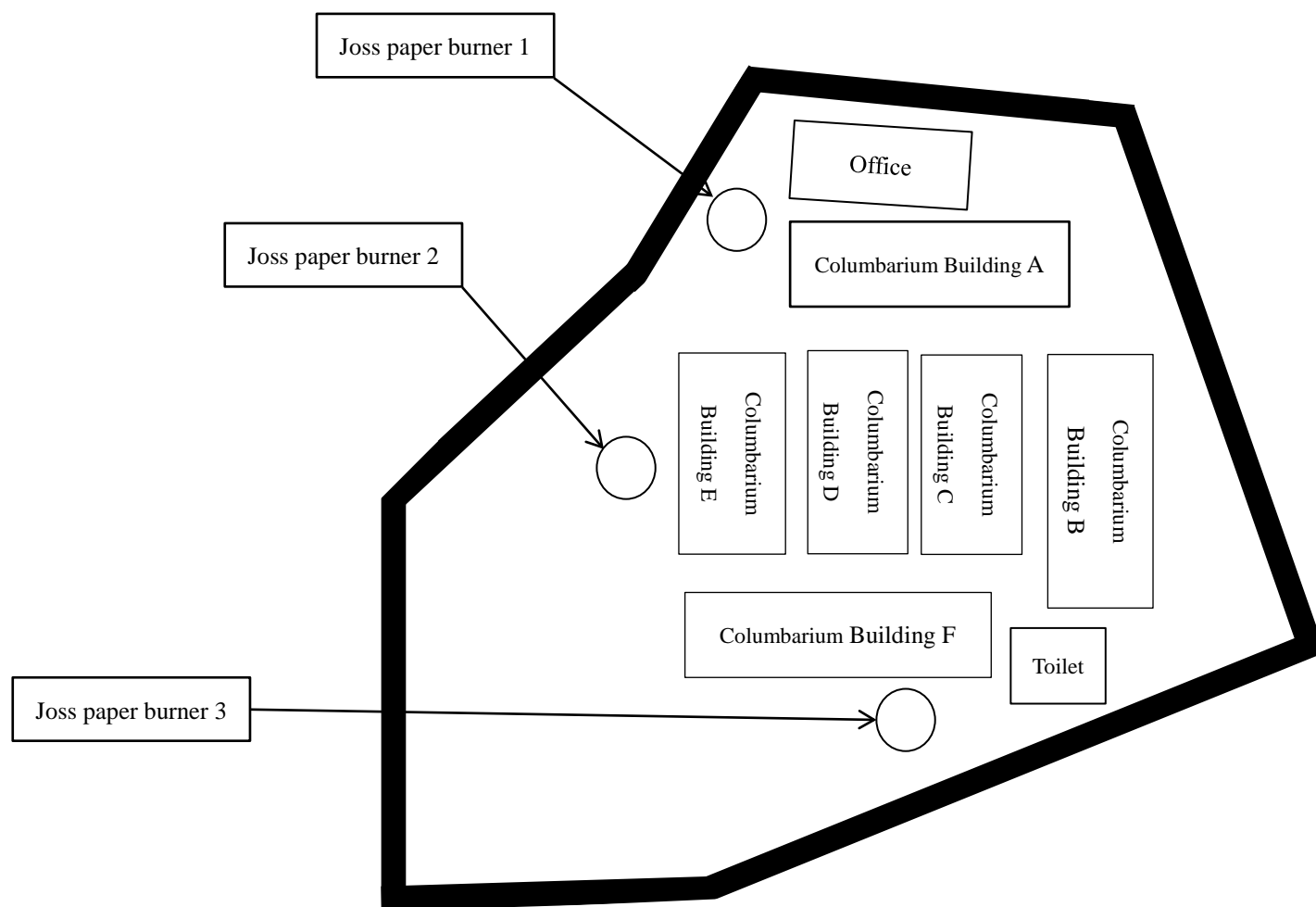
(Drawn to metric scale)

Proposed Site Plan (Plan No. 001)

Name of Columbarium : XX 寺

Address : G/F, 1/F, Building A and G/F, Building B-F, Nos. 68-78, XXX Tsuen,
Yuen Long, N.T.

(4) Proposed layout plan of the columbarium



(Drawn to metric scale)

Proposed Layout Plan (Plan No. 002)

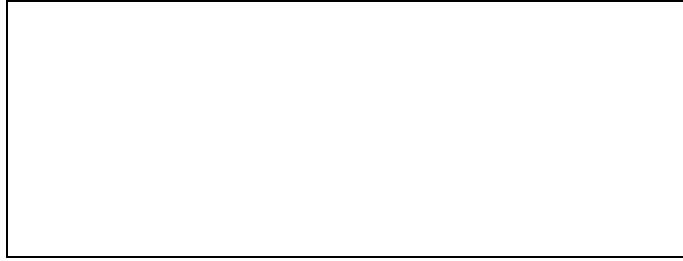
LEGEND:		Site boundary
---------	--	---------------

Name of Columbarium: XX 寺

Address: G/F - 1/F, Building A and G/F, Building B – F, Nos. 68-78, XXX Tsuen, Yuen Long, N.T.

Ash interment quantity “to be permitted under Exemption”	sets of ash
Ash interment quantity at the time of submitting application	sets of ash

I confirm that all the information provided in this summary of application is factually correct and complete.



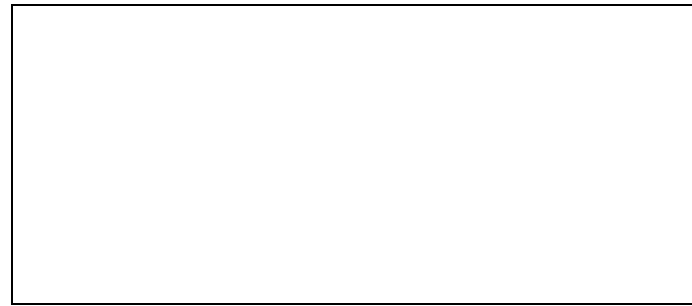
Date (dd/mm/yyyy)



**Name and Signature of
Applicant (if a natural person)
/ Authorized Person / Authorized Partner ***

Hong Kong Identity Card No. /

Travelling document *:



**Body Corporate / Partnership * Chop
(if applicable)**

* Delete where appropriate

**Collection of Personal Data in Connection with Application for
Exemption of Private Columbarium
(In accordance with the Personal Data (Privacy) Ordinance)**

Statement of Purpose

(1) Purposes of Collection

The personal data provided by means of this form will be used by the Private Columbaria Licensing Board and relevant staff and public officers for –

- (a) handling applications for an Exemption under the PCO and related matters. These may include posting of public notices of the application in such manner as determined by the Private Columbaria Licensing Board and setting out the particulars of the application in the notices; and
- (b) facilitating communication among staff of the Private Columbaria Licensing Board, other Government departments and yourself concerning the operation of your columbarium business.

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Private Columbaria Licensing Board may not be able to process your application.

(2) Class of Transferees

The personal data which you have provided by means of this form may be disclosed to other Government departments and agencies in pursuance of the purposes mentioned in Point (1) above. The personal data may also be disclosed to other government departments for law enforcement purposes.

(3) Access to Personal Data

You have a right to request access to and correction of the personal data provided in accordance with 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 which you have provided by means of this form. A fee may be imposed for complying with a data access request.

(4) Enquiries

Enquiries concerning the application, including the personal data collected by means of this form, should be addressed to the officer in charge of the Licensing Team of the Private Columbaria Affairs Office as below.

Private Columbaria Affairs Office

Licensing Team

Telephone number: 2892 2731

Email address: pc_app@fehd.gov.hk

Mail address: P.O. Box 23308

Wan Chai Post Office