

PERSONAL DATA / 個人資料

To: The Duty Officer

_____ Police Station

Notification of the Intention to hold a Public Meeting/Procession under the Public Order Ordinance, Cap. 245

**IMPORTANT : Please read the accompanying guidance notes before completing this form in BLOCK LETTERS.
Additional plain paper may be used if space is not enough.**

I wish to notify the Commissioner of Police of the intention to hold a public meeting/public procession. The information I am required to supply in accordance with the provisions of section 8(4)/section 13A(4) of the Public Order Ordinance, Chapter 245 is:-

Section A - Particulars of the Organiser

1. Name : ** Mr./Mrs./Miss ()

2. Address :

3. Contact Telephone Number :

4. The name and address of any *In English -- Surname first, then Other Names* society or organisation promoting or connected with the holding *Chinese Characters* of the meeting/ procession:

Name :

Address:

.....

Contact telephone number:

Section B - Particulars of the Meeting/Procession

1. Date/ time :

	Nature	Date (dd/mm/yy)	Time (From – To)
i)-.....
ii)-.....
iii)-.....

2. Location:

- i).....
- ii).....
- iii).....

3. The precise route, time of commencement and duration of the procession (if appropriate):

.....
.....
.....
.....
.....

4. The purpose of the meeting/procession (e.g. fund-raising, increase public awareness):

.....
.....
.....

5. The subject matter of the meeting/procession (e.g. housing, public transport fare):

.....
.....

6. Number of persons expected to attend the meeting/procession:

.....

Section C - Other relevant information

- 1. Name of a person able to act, if necessary, in place of myself for the purpose of section 11(1)(a)/section 15(1)(a) of the Public Order Ordinance:
.....
- 2. Contact telephone number :
- 3. Address :
.....
- 4. Has permission been obtained from the management of the location of the proposed meeting (Yes/No).
- 5. Remarks :

Section D - Declaration

** I attach herewith a photocopy of my Hong Kong Identity Card as this notice is not delivered by myself. As I have not given 7 days advance notice which section 8(1)/section 13A(b) requires I have attached a separate letter explaining why I think the Commissioner of Police should agree to my request that he accepts the shorter period of notice I have given.

I understand that I shall be responsible for observing the terms of every condition which may be imposed by the Commissioner of Police and, in particular I must be in attendance at the Public Meeting/Public Procession from its first assembly to its final dispersal.

.....
(Signature of the Person
who Submits the Notification)

Date:

Section E - Additional Information : (Note : Providing this information may enable your notification to be processed promptly and allow police to determine the level of management.)

1. HK Identity Card No. of the organiser:() of his representative :()
2. FAX No. (if any) :
3. The number and names of the persons proposed as platform speakers :
.....
4. The nature, form and contents of advertisements, posters and banners or others (please specify) intended for publication, distribution or display in respect of the meeting/procession :
.....
.....
5. The amplification devices to be used at the meeting/procession :
6. The number of marshals employed to assist in conducting the event :
.....
7. The number of vehicles involved :

Section F - Acknowledgement of Receipt : FOR OFFICIAL USE ONLY

This is to acknowledge receipt of notice under section 8(4)/13A(4) of the Public Order Ordinance, Chapter 245 given by (Name of the organiser) :

.....

being delivered in person by ****himself / on his behalf** by

at Police Station on (dd/mm/yy)

at **** a.m./p.m.**

R.N. refers.

*Signed
 Name
 Rank
 Number
 Name
 (Duty Officer Police Station)

** Notification to be personally handled and acknowledgement of receipt signed for by the Duty Officer.*

*** Delete if not applicable*

Guidance Note on Notification of Public Procession / Public Meeting

Organizers of public meetings/public processions should note the following when giving notification in accordance with Section 8 and Section 13A of the Public Order Ordinance, Cap 245 : -

- Public meetings attended by not more than 50 persons, public meetings conducted in private premises attended by not more than 500 persons or public processions attended by not more than 30 persons do not require notification;
- Notification to hold public meetings/public processions shall be delivered in person by the organizer or by a person on his behalf, to the Duty Officer of a Police Station;
- Neighbourhood Policing Offices, Police Reporting Centres and Police Offices away from a Police Station are not regarded as a Police Station for the purpose of notification of public meetings/public processions;
- The proforma notification accompanying this note is designed to assist an organizer in furnishing all the information required as per Section 8(4) and Section 13A(4) of the Public Order Ordinance. The organizer may use any format other than the proforma as long as all the information required is provided;
- Organizers are encouraged to include a sketch, map or location plan indicating details of route to be taken, when giving notification;
- Notification of the intention to hold a public meeting/public procession shall be given in writing to the Commissioner of Police not less than seven days prior to the intended meeting/procession;
- When notification is not given within the required seven days, the organizer must give a detailed explanation of the reason why, and request the Commissioner of Police to accept a shorter notice;
- The Commissioner of Police may, when he is satisfied that earlier notification could not have been given, accept shorter notice;
- In case where the Commissioner has decided not to accept shorter notification, he shall inform the organizer in writing as soon as practicable of his decision and the reason why shorter notification is not acceptable;
- The Commissioner of Police may impose conditions upon the conduct of the public meeting/procession in the interests of national security or public safety, public order or the protection of the rights and freedoms of others, and if the Commissioner of Police chooses to do so, such conditions, together with the reason, will be communicated in writing to the organizer;
- A public meeting may proceed as notified unless the organizer receives a written prohibition from the Commissioner of Police. A public procession may proceed as scheduled if the organizer has received a notice in writing of no objection from the Commissioner; or in the event of the absence of such a notice, the procession may be regarded as not being objected and may proceed as planned;
- In case of doubt, you may approach the Duty Officer of your local Police Station, the Police Community Relations Officer or the Police Licensing Office; and
- You may also call the following telephone or visit the government website <http://www.police.gov.hk> for further information: **General Licensing Section – 2860 6551**

Notification for a Public Meeting/Public Procession

公眾集會/公眾遊行通知

- PROVISION OF PERSONAL DATA -

提供個人資料

Purpose of Collection

收集資料的目的

1. The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of notifications/record purpose/record update/all kinds of present and subsequent investigation and related conditions as well as their enforcement for a Public Meeting/Public Procession under the Public Order Ordinance, Cap. 245.

香港警務處會使用本申請表所提供的個人資料，以便根據香港法例第 245 章《公安條例》處理有關公眾集會/遊行的通知事宜/記錄用途/記錄更新/所有現階段和以後的調查工作及執行管制行動。

2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your notification/update your record.

在本表格上提供個人資料屬自願性質。倘若你提供的資料不充足，本處可能無法處理你的通知/更新你的紀錄。

3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.

若虛報或漏報重要資料，警務處處長可拒絕批准通知。

Classes of Transferees

可獲披露資料的機構

4. The personal data you provide by means of this form may be disclosed to other government departments and public or private organisations for the purposes mentioned in paragraphs 1-3 above.

本處可能會向其他政府部門及公營或私營機構披露本表格上的個人資料，以作上文第 1 至 3 段所載的用途。

Access to Personal Data

查閱個人資料

5. You have a right of access and correction with respect to personal data as provided for in section 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.

根據《個人資料(私隱)條例》第十八條及第二十二條和附表一的第六原則，你有權查閱及改正個人資料。你亦有權獲取一分填有你的個人資料的本表格的副本。

Public Meeting and Public Procession

Notice to Organiser

- (i) 主辦者須向其他機構就他們所管轄的地方提出使用申請；
Organiser shall apply to other organisations for using places under their administration;
- (ii) 所有參加者須服從當值軍裝警務人員所發出的指示，並確保遵守所有現行法例及規例，尤其是：
All participants shall comply with the instructions of uniformed police officers on duty and obey the existing laws and regulations while paying particular attention to the following:
- a) 在任何時間完全遵守《道路交通條例》(第 374 章)及有關附屬法例的各項規定；
to observe the provisions of the Road Traffic Ordinance, Cap. 374 and related subsidiary legislations at all times;
- b) 參加者若未獲得食物環境衛生署所發牌照，不得從事販賣活動《公眾生及市政條例》(第 132AI 章第 5、7 或 10 條)；
unless with a licence issued by the Food and Environmental Hygiene Department, no participant is allowed to hawk contravening section 5, 7 or 10 of the Public Health and Municipal Services Ordinance, Cap. 132AI;
- c) 參加者若未獲得社會福利署署長或民政事務局局長根據《簡易程序治罪條例》(第 228 章)第 4(17)條發出的許可證，不得擅自進行任何籌款、售賣或交換活動；
unless with a permit from either the Director of Social Welfare or the Secretary for Home Affairs under section 4(17) of the Summary Offences Ordinance, Cap. 228, no participant is allowed to conduct any fund raising, flag selling or exchange activities;
- d) 在未得業主或住戶的書面許可前，參加者不得在任何建築物的牆壁上張貼海報/告示或其他物品，或將這些物品棄置而對公眾地方造成阻塞《公眾生及市政條例》(第 132 章第 4A、104A(2) 及 104B(1) 條)；
以及
unless with a written approval from the landlord or occupants, no participant is allowed to post posters/notice or the like on the wall of any building, or abandon the same in any public place causing obstruction, contravening section 4A, 104A(2) and 104B(1), the Public Health and Municipal Services Ordinance, Cap. 132; and
- e) 遊行車輛在參與公眾遊行期間不可運載危險貨品《危險品規例》(第 295B 章第 7 條)。
to ensure that no vehicle would carry dangerous goods whilst participating in the public procession contravening section 7 of the Dangerous Goods Regulations, Cap. 295B.