



Guidance Note on Notification of Public Meeting / Public Procession A Guide to the Public Order Ordinance, Cap. 245

CAUTION

These notes have been prepared by the Commissioner of Police for the guidance of persons wishing to hold a public meeting / procession. Whilst every effort has been made to ensure their accuracy, anyone in doubt should seek professional advice. The notes do not in any way absolve any person from any provisions of the Ordinance.

These notes relate only to the requirements to be met by the Organizers under the Public Order Ordinance and nothing else.

NOTHING IN THESE NOTES SHALL BE CONSTRUED AS COMMITTING THE COMMISSIONER OF POLICE TO ANY PARTICULAR COURSE OF ACTION

Each notification to hold a public meeting / procession is considered and determined upon its own individual merits.

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 : -

The Number of Participants in the Event

- 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.

Requirements in Giving Notification to hold a Public Meeting / Procession

- Notification of the intention to hold a public meeting/public procession shall be given **in writing** to the Commissioner of Police (the Commissioner) **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 to accept a shorter notice;
- The Commissioner 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 reasonably practicable of his decision and the reason why shorter notification is not acceptable;
- Notification to hold public meetings/public processions shall be delivered in person by the organiser or by a person on his behalf, to the Duty Officer of a Police Station, a Police Service Centre, a Police Reporting Centre or a Police Post as designated by the Commissioner and as listed in the Police Public Homepage;
- Neighbourhood Police Offices and other police offices that do not normally receive general reports from public are not regarded as a Police Station for the purposes of notification of public meetings/public processions;
- The proforma notification accompanying this notes 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.

Impose Conditions / Prohibit / Object a Notified Event

- The Commissioner 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 chooses to do so, such conditions, together with the reason, will be communicated in writing to the organizer;

- A public meeting or procession, which has been notified as stipulated, may take place unless the Commissioner has prohibited or objected to it in accordance with the Ordinance. For the purpose of a public procession, the Commissioner shall also notify the organizer in writing of his having no objection to the public procession taking place.

Enquiries

- You may approach the Duty Officer or the Police Community Relations Officer concerned to enquire about the notification procedure of public meeting/procession or requirements on the event arrangement;
- You may also call the Public Order Event Support Section, Police Licensing Office on 2860 6551 for further information about Public Order Event policy matters.