公營房屋樓宇管制組

Public Housing
Building Control Section

Application for Inclusion of Temporary Structures in the Pre-accepted Temporary Structures Register

Form
PTS 1 (A)

- Submit this form with layout plans, structural justifications and relevant supporting documents as necessary.
- Read the "Matters to Note", complete in BLOCK LETTER and tick the appropriate boxes.

To the Public Housing Building Control Section

Part A Application Particulars

To be completed by the applicant

1 Details of the Proposed Temporary Structures

I/we apply for inclusion of the temporary structure(s) as listed in the schedule below in the **Pre-accepted Temporary Structures (PTS) Register** for use at the premises at following address under Temporary Places of Public Entertainment Licence (TPPEL) application.

Address of the premises

Schedule of proposed temporary structures [Note 1] to be included in the PTS Register

Type (e.g. Stage, Booth, Marquee, Seating Riser, etc.)	**Location** (e.g. G/F Atrium)	**Name and Place of Manufacturer** (for proprietary temporary structures only)

2 Details of the Applicant

Name (Surname first)

Contact Person (Surname first)

Identification (Choose one)

☐ HKID No.:

☐ Business Registration No.:

Contact Tel. No.

Fax No.

Correspondence Address

Email Address

3 Details of the Person who Prepared the Structural Justifications for the Proposed Temporary Structures

The following person has been appointed by the applicant for the preparation of structural justifications and relevant supporting documents as necessary for the said proposed temporary structures.

Authorized Person/Registered Structural Engineer#

Name* Surname first	Certificate of Registration No.*	Date of Appointment
		dd mm yyyy

Part B Submission

One set of signed structural justifications and relevant supporting documents are submitted herewith for application for inclusion of temporary structure(s) for TPPEL application in the PTS Register.

Part C Certificate of Preparation of Structural Justification

To be completed by the appointed Authorized Person/Registered Structural Engineer

I certify that:

1. The location(s) of the proposed temporary structures has/have been duly indicated in the layout plan(s) attached.
2. The attached structural justifications for the proposed temporary structures have been prepared and signed by me in accordance with the "Guidelines on Structural Justification for Temporary Structures in Temporary Places of Public Entertainment Licence Applications".

I understand that if I provide information that is false or misrepresenting a material fact or furnish the Public Housing Building Control Section, an authorized officer or a public officer with information knowing that it is false or misrepresenting a material fact in this certificate, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal action. [Note 2]

Authorized Person/Registered Structural Engineer#

Name* Surname first	Certificate of Registration No.*	Date of Expiry of Registration*
		dd mm yyyy

Signature* of Authorized Person/Registered Structural Engineer#

Any false certification or declaration may be subject to legal action. [Note 2]

Date

dd mm yyyy

* In accordance with the registration record

\# Delete whichever is inapplicable

Part D Declaration

To be completed by the applicant

I/We hereby expressly warrant and declare that the above information provided in support of my/our application is correct and genuine and I/we expressly acknowledge that I am/we are aware and accept that the application will be made on the basis of the information supplied by me/us and that application may be declined or the acceptance so given may be withdrawn in the event such information is found to be false or misleading.

I/We further expressly acknowledge that the personal data provided by me/us in this application form will be used by the Public Housing Building Control Section in connection with the processing of my/our said application.

I/We understand that if I/we do not provide sufficient information, the Public Housing Building Control Section may not be able to process my/our application.

I/We hereby authorise the Public Housing Building Control Section to disclose my/our personal data in the application form to such Government departments as it may see fit to obtain such information which is relevant to my/our application.

I/We further authorise and direct and request any Government department which may be approached by the Public Housing Building Control Section, to supply any and all information which it may require.

I/We hereby authorise the Public Housing Building Control Section to upload the brief information of the PTS to Public Housing Building Control Section website for access by public and the practitioners.

Signature of the Applicant

Any false certification or declaration may be subject to legal action. [Note 2]

Date

dd mm yyyy

To be completed by the appointed Authorized Person/Registered Structural Engineer

☐ I hereby **grant** my consent for the disclosure of the structural justifications and relevant document(s) prepared by me under this application to other applicant(s)/Authorized Person/Registered Structural Engineer involved in the future reuse/re-erection of temporary structure(s) listed in Part A.

☐ I **refuse** to grant my consent for the disclosure of the structural justifications and relevant document(s) prepared by me under this application to other applicant(s)/Authorized Person/Registered Structural Engineer involved in the future reuse/re-erection of temporary structure(s) listed in Part A.

Authorized Person/Registered Structural Engineer#

Name* Surname first | Certificate of Registration No.* | Date of Expiry of Registration*

dd mm yyyy

Signature* of Authorized Person/Registered Structural Engineer#

Any false certification or declaration may be subject to legal action. [Note 2]

Date

Matters to Note

[Note 1]

This form is applicable only if the event under TPPEL application involving the temporary structure(s) with submission of structural justifications. If the application is found in order, a Schedule of PTS (Form PTS 2(A)) will be returned to the applicant. Applicant who intends to reuse/re-erect PTS at the pre-accepted location(s) in future TPPEL applications should submit the following documents for Public Housing Building Control Section's processing:
(a) a safety certificate via Form PTS 3(A) duly completed by an authorized person/registered structural engineer; and
(b) a layout plan with the PTS registration number(s) clearly marked against the proposed temporary structures.

[Note 2]

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Public Housing Building Control Section for the following purposes:
   (a) activities relating to the processing of your application in this form;
   (b) activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
   (c) facilitating communication between the Public Housing Building Control Section and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Public Housing Building Control Section has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Public Housing Building Control Section.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents.
2. If incomplete or erroneous information is provided in the form, the Public Housing Building Control Section may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Public Housing Building Control Section.

C. Submission Methods

This form together with the relevant plans, structural justifications and supporting documents should be submitted either (i) direct to the Public Housing Building Control Section or (ii) along with first TPPEL application to the Food and Environmental Hygiene Department.

1. **For direct submission to Public Housing Building Control Section:**

   By Post/In Person – The application shall be posted to or submitted in person to: Public Housing Building Control Section, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon

2. For submission along with TPPEL application:

   Details of the licence application process shall refer to "Information on Application for Places of Public Entertainment Licence and Temporary Places of Public Entertainment Licence" available at Food and Environmental Hygiene Department's website (www.fehd.gov.hk).

D. Contact Details

Public Housing Building Control Section
Address: Public Housing Building Control Section
8/F, Lung Cheung Office Block
138 Lung Cheung Road
Wong Tai Sin, Kowloon
Tel No.: 3162 0597
Fax No.: 3162 1200